

**Proposal Level  
November 2, 2005**

TO: Members, State Board of Education

FROM: Lucille E. Davy  
Acting Commissioner

SUBJECT: N.J.A.C. 6A:9, Professional Licensure and Standards

REASON FOR  
ACTION: Amendments

PROJECTED  
SUNSET DATE: January 20, 2009

**Summary**

The Department of Education (Department) is proposing to amend the rules for N.J.A.C. 6A:9, Professional Licensure and Standards. As part of the comprehensive review of code process, this chapter was completely revised and recodified from N.J.A.C. 6:11, Professional Licensure and Standards, to 6A:9. This chapter strengthens the State licensure system based on professional standards for pre-service preparation, certification and professional development. N.J.A.C. 6A:9 was adopted by the State Board of Education (State Board) on December 17, 2003 and was published in the January 20, 2004 New Jersey Register at 36 N.J.R. 496(a). Three separate rulemakings were considered by the State Board of Education since December 20, 2003. The first rulemaking included new instructional endorsements for elementary school with subject matter specialization, business education/business-related technologies, family and consumer sciences and technology education and became effective on August 2, 2004. The second rulemaking included provisions to provide flexibility in the use of the GPA and State test performance as criteria for teacher certification and became effective on November 1, 2004. The third rulemaking included grandfathering and timelines, training requirements for cooperative education and structured learning experiences/career education coordinators and a new endorsement for office administration/office systems technology and became effective on April 4, 2005.

The Department is proposing additional amendments to N.J.A.C. 6A:9 to address issues raised by department staff, professional organizations and educational practitioners since the implementation of the new chapter. The proposed amendments will re-establish the endorsement for industrial arts pursuant to P.L. 2004, c.7. The proposed amendments will also provide grandfathering provisions and clarification of degree, credit-hour, grade point average, experience and mentoring requirements for various endorsements. The Department is also proposing several technical amendments to correct grammatical, spelling and code citation references.

The proposed amendments are consistent with both the State Board strategic plan, Goal 4, which focuses on teacher and administrator preparation and professional development, and the Department's mission statement. As part of its mission to provide leadership, the Department is proposing amendments to the rules to strengthen the requirements in the preparation of teachers, school leaders and other school personnel to fulfill their educational responsibilities.

The proposed amendments will have a positive impact on local school districts employing certificated personnel and individual candidates seeking certification. The proposed amendments will provide further clarification of the rules and strengthen the licensure process, while conforming to the Core Curriculum Content Standards and the Federal No Child Left Behind Act (NCLB) regarding "highly qualified teachers."

As the Department has provided a 60-day comment period in this notice of proposal, this notice is excepted from the rulemaking calendar requirement, pursuant to N.J.A.C. 1:30-3.3(a)5. The following summary provides a brief overview of the proposed amendments:

## **Subchapter 2. Definitions**

### **N.J.A.C. 6A:9-2.1 Definitions**

This section defines terms used throughout the Professional Licensure and Standards chapter in Title 6A of the Administrative Code. The Department proposes to add the new definition of "formal instruction" and to amend the definition of "novice teacher" by replacing "standard" with "valid."

## **Subchapter 4. State Board of Examiners**

### **N.J.A.C. 6A:9-4.1 General**

This section outlines the Board of Examiners' membership and organization. A new subsection is proposed at N.J.A.C. 6A:9-4.1(e) to incorporate the statutory language of N.J.S.A. 18A:6-35 regarding the terms of members of the State Board of Examiners.

## **Subchapter 5. General Certification Policies**

### **N.J.A.C. 6A:9-5.4 Fees**

This section establishes the fees for processing certification applications. A technical amendment is proposed at N.J.A.C. 6A:9-5.4(b)9 deleting “and.” For grammatical correctness, a technical amendment is proposed at N.J.A.C. 6A:9-(b)10 deleting the period and replacing it with a semicolon and the word “and.” There is a proposed new paragraph at N.J.A.C. 6A:9-5.4(b)11 establishing a one-time administrative fee upon completion of a State-approved administrator residency program.

### **N.J.A.C. 6A:9-5.7 Citizenship requirement**

This section establishes the requirements of citizenship for applicants. N.J.A.C. 6A:9-5.7(a)1 is proposed for amendment to include the requirement that the holder of a non-citizen teaching certificate who has not become a United States citizen within the initial five-year certification period to renew the certificate for one additional five-year period. A technical amendment is proposed at N.J.A.C. 6A:9-5.7(a)4 to replace “foreign” with “world” languages. N.J.A.C. 6A:9-5.7(a)4 is proposed to be amended to clarify that a non-citizen teacher of world languages who has been a resident of the United States for less than 10 years will not be required to complete the affidavit to become a citizen, and that the non-citizen certificate will be issued for a period equivalent to the ten years less the number of years that the teacher has been a resident of the United States, may not exceed 10 years and may not be renewed.

### **N.J.A.C. 6A:9-5.13 Course information**

This section establishes the process for accepting courses completed through a regionally accredited college or university. For grammatical correctness, a technical amendment is proposed at N.J.A.C. 6A:9-5.13(b) deleting “or” and replacing it with a comma. An additional amendment is proposed at N.J.A.C. 6A:9-5.13(b) to also permit an “authorized designee” of a college to provide evidence of a candidate’s teaching experience.

### **N.J.A.C. 6A:9-5.16 Issuance of a certificate**

This section establishes the process for issuance of a certificate. There is a proposed amendment at N.J.A.C. 6A:9-5.16(a) to require that a candidate must meet all of the certification requirements in effect at the time the application and all supporting documentation is received in the Office. An additional requirement establishes that applications shall only be deemed filed when the application and all supporting documentation have been received.

## **Subchapter 6. Types of Certificates**

### **N.J.A.C. 6A:9-6.2 Provisional certificate**

This section establishes the provisional certificate. There is a proposed technical amendment at N.J.A.C. 6A:9-6.2 to add the word “school” before district. There is a proposed amendment at N.J.A.C. 6A:9-6.2 amending the number of times a provisional certificate can be renewed from “two” to “one.”

### **N.J.A.C. 6A:9-6.3 Emergency certificate**

This section establishes the emergency certificate. There is a proposed amendment at N.J.A.C. 6A:9-6.3(a) to delete “one-year” before substandard. There is a proposed amendment at N.J.A.C. 6A:9-6.3(a) to establish that an emergency certificate is shall be issued at any time during the academic year and shall expire on July 31 of each year regardless of issuance date. There is also a proposed amendment at N.J.A.C. 6A:9-6.3(c) excepting the emergency certificate for the educational interpreter and speech-language specialist endorsements from the two year renewal limitation, amending [T] to t for grammatical correctness and adding the word “school” before district.

### **N.J.A.C. 6A:9-6.5 County substitute credential**

This section establishes the process for issuance of a county substitute credential. There is a technical amendment at N.J.A.C. 6A:9-6.5(d) to clarify that holders of a CE or CEAS may serve as a substitute teacher for a period of 60 “instructional” days rather than 60 days. There is also a proposed new subsection at N.J.A.C. 6A:9-6.5(j) establishing the requirements of a high school diploma or GED and a minimum passing score of three on the Educational Performance Interpreter Assessment (EIPA) for issuance of a substitute educational interpreter credential by the county superintendent. An additional requirement in that subsection also permits the emergency educational interpreter to serve up to one academic year. A technical amendment is proposed to recodify N.J.A.C. 6A:9-6.5(j) and (k) as N.J.A.C. 6A:9-6.5(k) and (l). There is a proposed technical amendment at N.J.A.C. 6A:9-6.5(l) to add “Controversies and Disputes” for clarification.

## **Subchapter 8. Requirements for Instructional Certificate**

### **N.J.A.C. 6A:9-8.1 Requirements for certificates of eligibility**

This section specifies the requirements for academic and professional preparation, including test requirements for issuance of certificates of eligibility and certificates of eligibility with advanced standing. Consistent with legal convention, there is a proposed technical amendment at N.J.A.C. 6A:9-8.1(a)2 replacing “State” with “state” to clarify

the applicability of the requirement to both New Jersey and out-of-State approved programs. An amendment is also proposed at N.J.A.C. 6A:9-8.1(e) to delete the term “who graduates on or after September 1, 2004” in order to clarify that a candidate with a GPA of 3.50 or higher, whose score in the required State test falls below the passing score by no more than five percent, shall meet the State test eligibility requirements regardless of graduation date. A new subsection is proposed at N.J.A.C. 6A:9-8.1(f) exempting candidates who graduate from colleges or universities that do not award grades and do not calculate GPAs from the GPA requirements for certification. An additional requirement at N.J.A.C. 6A:9-8.1(f)i establishes that the candidate graduating from an institution that does not calculate GPA’s provide an original letter from the institution clarifying the institution’s policy regarding GPA’s, and at (f)ii clarifying that a candidate must satisfy all other requirements for certification. In addition, there is a proposed new subsection at N.J.A.C. 6A:9-8.1(g) to allow students who were matriculated into out-of-State approved elementary education college programs no later than the spring semester 2005 and who complete the program by September 1, 2007 to be issued the elementary school certificate valid in grades nursery through eight. This parallels the grandfathering clause for New Jersey college students. A requirement is proposed at N.J.A.C. 6A:9-8.1(g)i establishes that the candidate completing the program apply no later than March 1, 2008. An additional requirement is proposed at N.J.A.C. 6A:9-8.1(g)ii establishes that a qualified candidate who does not apply by March 1, 2008 will be issued the kindergarten through grade 5 elementary school endorsement.

#### **N.J.A.C. 6A:9-8.3 Requirements for State-approved district training programs**

This section establishes the requirements for State-approved school district training programs. There is a proposed amendment at N.J.A.C. 6A:9-8.3(b)1 to delete the requirement that the provisional teacher who holds a CE must complete a fulltime clinical experience of no less than 20 days and to permit district boards of education to accept equivalent experience. There is a proposed amendment at N.J.A.C. 6A:9-8.3(b)1 to add the words “This experience” and word “school” before district. There is a proposed amendment at N.J.A.C. 6A:9-8.3(b)1 exempting provisional teachers who hold a CE and have completed a Department-approved pre-service clinical experience from the clinical experience requirement.

#### **N.J.A.C. 6A:9-8.4 Requirements for local mentor plan**

This section establishes the requirements for local mentor plans. There is a proposed amendment at N.J.A.C. 6A:9-8.4(a) deleting the “one year” mentoring requirement for provisional teachers and replacing it with “30 weeks” for provisional teachers holding a CEAS and “34” weeks for provisional teachers holding a CE. The mentoring program must comply with the requirements of the district’s State-approved local mentor plan. There are proposed technical amendments at N.J.A.C. 6A:9-8.4(b)1 deleting “one year” and “is” for grammatical correctness. There are proposed technical amendments at N.J.A.C. 6A:9-18.4(c)1vii deleting the word “and” and at viii deleting the period and replacing it with a semicolon and the word “and.” There is a proposed amendment at N.J.A.C. 6A:9-8.4(c)lix requiring that criteria and guidelines for the 20-

day clinical experience be included as an addendum to the local mentor plan for novice teachers. There is a proposed amendment at N.J.A.C. 6A:9-8.4(c)3 requiring that the local professional development committee submit the addendum to the district board of education for initial approval and to the county superintendent of schools for final approval. It is proposed to recodify N.J.A.C. 6A:9-8.4(c)3 to 4. As a result of a State Division of Pensions and Benefits determination, the Department is also proposing amendments at N.J.A.C. 6A:9-8.4(d)1i and i(1) deleting the requirement permitting a retired teacher or administrator to serve as a mentor teacher.

### **N.J.A.C. 6A:9-8.7 Recommendation for certification of provisional teachers**

This section establishes the process for recommendation for certification of provisional teachers. There is a proposed amendment at N.J.A.C. 6A:9-8.7(b)2 to establish that a second rating of “insufficient” shall be considered a “disapproval” of the candidate for re-entry into a State-approved district training program.

### **N.J.A.C. 6A:9-8.8 Requirements for the standard certificate**

This section establishes the requirements for issuance of standard certificates for holders of provisional certificates and other standard certificates. Provisions in this section allow for the issuance of standard instructional certificates to out-of-State applicants who can document appropriate experience, required GPA and valid out-of-State certification. There is a proposed amendment at N.J.A.C. 6A:9-8.8(b) to broaden the ability of holders of certain standard instructional endorsements to add additional instructional endorsements. The requirement that the candidate complete the 200 hours of formal instruction in professional education as specified in N.J.A.C. 6A:9-8.3(b)4 has been added. The exclusion of vocational education, special education, English as a second language, bilingual/bicultural education and Preschool through Grade 3 has also been proposed to be deleted from N.J.A.C. 6A:9-8.8(b). There is a proposed amendment at N.J.A.C. 6A:9-8.8(c) to delete the provision that allows the out-of-state certified teacher with three years of teaching experience to be exempt from the GPA requirement. It is proposed that this provision be relocated as (d). There are proposed technical amendments to recodify the current N.J.A.C. 6A:9-8.8(d) and (e) as (e) and (f).

## **Subchapter 9. Instructional Certificates**

### **N.J.A.C. 6A:9-9.1 Authorizations -general**

This section establishes the teaching certification for general assignments. An amendment is proposed at N.J.A.C. 6A:9-9.1(a)1i to delete the authorization describing the grade level assignments for each of the two elementary endorsements. The proposed amendment at N.J.A.C. 9-9.1(a)1i and new rule at ii establish the grade levels for each of the two elementary school endorsements. There is a proposed technical amendment to recodify N.J.A.C. 6A:9.1(a)1ii to iii. There is also a proposed amendment at N.J.A.C. 6A:9-9.1(a)3 to extend the date for issuance of elementary school endorsements that are valid in grades nursery through eight by replacing “prior to September 1, 2007” with “no

later than March 1, 2008”. This change permits applicants six months after program completion to apply for the endorsement. It is proposed to delete the words “special education” at N.J.A.C. 6A:9-9.1(a)4 and replace them with the names of the specific special education endorsements eligible for this extension of authorization.

### **N.J.A.C. 6A:9-9.2 Endorsements and authorizations**

This section establishes the teaching certificates and endorsements necessary for assignments aligned with the Core Curriculum Content Standards (CCCS). There is a proposed amendment at N.J.A.C. 6A:9-9.2(a)8i deleting the list of subjects that the holder of the technology education endorsement is authorized to teach and incorporates the statutory authorization for the technology education endorsement. A proposed amendment at N.J.A.C. 6A:9-9.2(a)9i deletes the overall authorization for business education endorsements and replaces it with 9i(1) through (7) listing the specific endorsements and authorizations for business education/business-related technologies. N.J.A.C. 6A:9-9.2(a)9i(1) establishes the authorization for the comprehensive business endorsement. N.J.A.C. 6A:9-9.2(a)9i(2) establishes the authorization for the business: accounting endorsement. N.J.A.C. 6A:9-9.2(a)9i(3) establishes the authorization for the business: finance/economics/law endorsement. N.J.A.C. 6A:9-9.2(a)9i(4) establishes the authorization for the business: keyboarding and data entry endorsement. N.J.A.C. 6A:9-9.2(a)9i(5) establishes the authorization for the business: computer applications and business-related technology endorsement. N.J.A.C. 6A:9-9.2(a)9i(6) establishes the authorization for the business: office administration/office systems technology endorsement. N.J.A.C. 6A:9-9.2(a)9i(7) establishes the authorization for the marketing education endorsement. An additional amendment is proposed at N.J.A.C. 6A:9-9.2(a)9ii to delete the overall authorization for the family and consumer sciences endorsements and to include 9ii(1) through (4) listing the specific endorsements and authorizations for family and consumer sciences. N.J.A.C. 6A:9-9.2(a)9ii(1) establishes the authorization for the comprehensive family and consumer sciences endorsement. N.J.A.C. 6A:9-9.2(a)9ii(2) establishes the authorization for the family and consumer sciences: child and family development endorsement. N.J.A.C. 6A:9-9.2(a)9ii(3) establishes the authorization for the family and consumer sciences: foods/nutrition and food science endorsement. N.J.A.C. 6A:9-9.2(a)9ii(4) establishes the authorization for the family and consumer sciences: apparel, textiles and interiors endorsement. There is also a proposed new subparagraph at N.J.A.C. 6A:9-9.2(a)9v re-establishing the industrial arts endorsement pursuant to P.L. 2004, c.7. The proposed amendment at N.J.A.C. 6A:9-9.2(b)2ii deletes the provision that permits an elementary school teacher to teach any of the CCCS subjects in grades kindergarten through five fulltime and replaces it with language arts, literacy, mathematics science and social studies, and deletes “and”. The proposed new subparagraph at N.J.A.C. 6A:9-9.2(b)2iii establishes the requirements for elementary teachers to teach world languages in grades kindergarten through five fulltime. The proposed new subparagraph at N.J.A.C. 6A:9-9.2(b)2iv limits the percentage of time that an elementary school teacher can teach the remaining CCCS subjects to one-half of the teacher’s daily teaching assignment. A technical amendment is proposed to recodify N.J.A.C.9-9.2(b)2iii to v. There is a proposed amendment at N.J.A.C. 6A:9- 9.2(b)4 to delete the authorization to teach Preschool through Grade 3 in

the current rules and add new subparagraphs that clearly outline the specific subjects that the preschool through grade 3 teacher can teach and percentage of time that the teacher can teach each subject. There is a proposed new subsection at N.J.A.C. 6A:9-9.2(d)4i that authorizes the preschool through grade 3 teacher to teach in public schools and public school students in approved settings providing early childhood education. There is a proposed new subsection at N.J.A.C. 6A:9-9.2(d)4ii that authorizes the preschool through grade 3 teacher to teach language arts, literacy, mathematics science and social studies full time in preschool through grade 3. There is a proposed new subsection at N.J.A.C. 6A:9-9.2(d)4iii that authorizes the preschool through grade 3 teacher to teach world languages full-time in grades preschool through 3. There is a proposed new subsection at N.J.A.C. 6A:9-9.2(d)4iv that authorizes the preschool through grade 3 teacher to teach all remaining subject no more than one-half of the daily instructional assignment in grades preschool through grade 3.

## **Subchapter 10. Standards for New Jersey Educator Preparation Programs in Higher Education**

### **N.J.A.C. 6A:9-10.1 Requirements and standards for the approval of professional education programs preparing educational personnel**

This section establishes the requirements and standards for State approval of college and university programs that prepare teachers and school leaders. There is a proposed amendment at N.J.A.C. 6A:9-10.1(a) to replace “State Board” with “Department” and to add “approved by the State Board” in order to clarify that the Department approves professional education programs at New Jersey colleges and universities based on criteria approved by the State Board. There is a proposed amendment at N.J.A.C. 6A:9-10.1(j) requiring colleges and universities to recommend a student for certification within one year of completion of an approved program. There is a proposed amendment at N.J.A.C. 6A:9-10.1(m) that establishes the requirement that teachers who are issued the standard Teacher of the Handicapped endorsement will be considered novice teachers and will be required to complete a year of mentored teaching. There is also a proposed new subsection at N.J.A.C. 6A:9-10.1(n) permitting colleges and universities to establish higher GPAs and proficiency levels for program admission, student teaching and recommendation for certification.

## **Subchapter 11. Exceptions to Requirements for the Instructional Certificate**

### **N.J.A.C. 6A:9-11.1 Preschool through Grade 3 certification requirements**

This section establishes the requirements for the Teacher of Preschool through Grade 3 endorsement. There is a proposed new subsection at N.J.A.C. 6A:9-11.1(d) establishing the requirement that an individual may not serve under provisional preschool through grade 3 certification for more than four years. Technical amendments are



proposed to recodify N.J.A.C. 6A:9-11.1(d) and (e) to (e) and (f). There is a proposed amendment at N.J.A.C. 6A:9-11.1(f) replacing “formal instruction” with “preschool through grade three pedagogy.” There is a proposed amendment at N.J.A.C. 6A:9-11.1(g)2 replacing “preschool” with “early childhood” teaching experience and “preschool” with “early childhood education” certificate/license. Technical amendments are proposed to recodify N.J.A.C. 6A:9-11.1(f) through (k) to (g) through (m). There is a proposed new subsection at N.J.A.C. 6A:9-11.1(i) authorizing the holder of a standard nursery school endorsement to teach in preschool and kindergarten and a cross reference to N.J.A.C. 6A:9-9.2(b)4 outlining the authorizations. There is a proposed amendment at N.J.A.C. 6A:9-11.1(k) to permit holders of the standard preschool through grade 3 endorsement to obtain additional instructional endorsements without completing a second provisional year where they meet the requirements at N.J.A.C. 6A:9-8.1(a)1, 3 and 4 and 8.3(b)4. An amendment is also proposed at N.J.A.C. 6A:9-11.1(m) deleting the term “on or after September 1, 2004” in order to clarify that a candidate with a GPA of 3.50 or higher, whose score in the required State test falls below the passing score by no more than five percent, shall meet the State test eligibility requirements regardless of graduation date. A new subsection is also proposed at N.J.A.C. 6A:9-11.1(n) exempting candidates who graduate from colleges or universities that do not award grades and do not calculate GPAs from the GPA requirements for certification.

#### **N.J.A.C. 6A:9-11.2 Vocational-technical education certification requirements**

This section establishes the requirements for vocational-technical education instructional certification. There is a proposed amendment at N.J.A.C. 6A:9-11.2(h) eliminating the term who graduates “on or after September 1, 2004” in order to clarify that a candidate with a GPA of 3.50 or higher, whose score in the required State test falls below the passing score by no more than five percent, shall meet the State test eligibility requirements regardless of the graduation date. A new subsection is proposed at N.J.A.C. 6A:9-11.2(i) exempting candidates who graduate from colleges or universities that do not award grades and do not calculate GPAs from the GPA requirements for certification and establishing the criteria to be followed.

#### **N.J.A.C. 6A:9-11.3 Special education**

This section establishes the requirements for special education endorsements and authorizations. There is a proposed amendment at N.J.A.C. 6A:9-11.3(b)1 deleting the reference to the student’s IEP to conform with the requirements of the newly reauthorized Federal Individuals with Disabilities Education Act (IDEA). There is a proposed amendment at N.J.A.C. 6A:9-11.3(k) to replace the number of years permitted under provisional certification for special education teachers from “five” with “four” years. An amendment is also proposed at N.J.A.C. 6A:9-11.3(n) to delete the preclusion of preschool through grade 3 certified teachers to obtain special education endorsements and to establish the requirement that preschool through grade three candidates holding standard certificates can be issued standard special education certificates upon completion of the special education pedagogy. There is a proposed new subsection at N.J.A.C. 6A:9-11.3(r) to allow students who were matriculated into out-of-State

approved special education college programs no later than spring 2005 to be issued the Teacher of the Handicapped certificate. This parallels the grandfather clause for New Jersey college students at N.J.A.C. 6A:10.1(m).

#### **N.J.A.C. 6A:9-11.4 Bilingual/bicultural education**

This section establishes the requirements for the bilingual/bicultural education endorsement. An amendment is proposed at N.J.A.C. 6A:9-11.4(a)1 to delete the words “or be eligible for”, to allow the bilingual teacher to hold a CE, CEAS or standard instructional certificate in order to be eligible for the bilingual/bicultural CE and to delete “or provisional.” These amendments are proposed because the candidate for the bilingual/bicultural CE must hold, not just be eligible for, the CE, CEAS or standard instructional certificate. An amendment is also proposed at N.J.A.C. 6A:9-11.4(d) to replace the number of years permitted under provisional certification for bilingual/bicultural education teachers from “five” to “four” years. There is a proposed amendment at N.J.A.C. 6A:9- 11.4(i) to delete the preclusion of preschool through 3 teachers from obtaining the bilingual/bicultural endorsement.

#### **N.J.A.C. 6A:9-11.5 English as a second language**

This section establishes the requirements for the English as a second language endorsement. An amendment is proposed at N.J.A.C. 6A:9-11.5(d) to replace the number of years permitted under provisional certification for English as a second language teachers from “five” to “four” years. There is a proposed amendment at N.J.A.C. 6A:9-11.5(g) to permit the preschool through grade 3 and experience-based vocational teachers to obtain the ESL endorsement upon completion of the degree, standards-based pedagogy, language proficiency requirements and a department approved college ESL program. This proposed amendment does not apply to holders of the military science endorsement.

#### **N.J.A.C. 6A:9-11.10 World languages**

This section establishes the requirements for the world languages endorsement. There is a proposed amendment at N.J.A.C. 6A:9-11.10(a)2 to clarify that no CEAS or standard world languages certificate will be issued until the candidate completes the required three credit-hours in second language acquisition theory. There is a proposed amendment at N.J.A.C. 6A:9-11.10(b) to permit preschool through grade 3 teachers and nursery school teachers who complete the requirements to teach world languages full-time in grades preschool through 3 and in grades preschool and kindergarten respectively. There is another proposed new subsection at N.J.A.C. 6A:9-11.10(c) to eliminate the linguistic competency requirement for students who were matriculated into out-of-State approved world language teacher preparation college programs no later than spring 2005 and to be issued the elementary school certificate valid in grades nursery through eight. This parallels the grandfathering clause for New Jersey college students at N.J.A.C. 6A:9-10.1(l).

### **N.J.A.C. 6A:9-11.13 Technology education**

This section establishes the criteria for holders of the industrial arts endorsement to become eligible for the technology education endorsement. Pursuant to N.J.S.A. 18A:26-2.6, this section has been amended at N.J.A.C. 6A:9-11.13(a) to delete the teaching areas permitted under the technology education endorsement in the current rules and replace them with teaching areas that are outlined in the statute. The proposed amendment at N.J.A.C. 9-11.13(b) adds the words “or their equivalent” as outlined in the statute and deletes the requirements in the current rules for a New Jersey certified industrial arts teacher who was certified in 1985 or later and who completed a college technology education program to be eligible for the technology education endorsement. The proposed amendment at N.J.A.C. 6A:9-11.13(b) also permits industrial arts teachers teaching technology prior to April 23, 2004 to be issued the technology education endorsement as outlined in the statute. The proposed amendment at N.J.A.C. 6A:9-11.13(c) establishes the requirement that industrial arts teachers not teaching technology education prior to April 23, 2004 may be issued the technology education endorsement upon completion of the State test requirement. There is a proposed amendment at N.J.A.C. 6A:9-11.13(c) to delete current rules that outline the process for New Jersey certified industrial arts teachers who have not completed technology education programs to be eligible for the technology education program and a proposed amendment at N.J.A.C. 6A:9-11.13(d) to delete the entire subsection in order to align the requirements with statute.

### **Subchapter 12. Requirements for Administrative Certification**

#### **N.J.A.C. 6A:9-12.4 School administrator**

This section establishes the certification process for the school administrator endorsement. There is a proposed technical amendment at N.J.A.C. 6A:9-12.4(a)1iv replacing “(i)2” with “(j)2” to update the cross reference.

#### **N.J.A.C. 6A:9-12.5 Principal**

This section establishes the certification process for the principal endorsement. There are proposed amendments at N.J.A.C. 6A:9-12.5(d) amending the number of times a provisional principal will be evaluated during the two-year residency program from “three” to “six” and amending the number of diagnostic evaluations from “two” to “five.” Amendments are proposed at N.J.A.C. 6A:9-12.5(j), (j)1 and (k) to allow holders of out-of-State supervisor endorsements to be eligible for the principal CE. There are additional amendments proposed at N.J.A.C. 6A:9-15.5(k)1 and (l) to require that the full-time teaching experience occur under a valid New Jersey or out-of-State teaching certificate.

### **N.J.A.C. 6A:9-12.6 Supervisor**

This section establishes the certification process for the supervisor endorsement. There are technical amendments at N.J.A.C. 6A:9-12.6(a)2i deleting “or” and at 2ii(4) replacing “and” with “or.” There is a proposed new subparagraph at N.J.A.C. 6A:9-12.6(a)2iii to allow the completion of a State-approved training program implemented by a State-approved provider as meeting the study requirements for the endorsement. There is also a proposed amendment at N.J.A.C. 6A:9-12.6(a)3 to include experience in educational services to fulfill the teaching experience requirement, to delete the words “under the appropriate certificate” and to add a provision that any experience in a New Jersey public school must have been completed under an appropriate New Jersey instructional or educational services certificate. The purpose of this change is to permit candidates whose experience was completed in a private school that did not require certification to establish eligibility for the New Jersey supervisor certificate.

### **Subchapter 13. Requirements for Educational Services Certification**

#### **N.J.A.C. 6A:9-13.3 School nurse**

This section establishes the certification requirements for the school nurse endorsement. The proposed amendment at N.J.A.C. 6A:9-13.3(b) changes the format of the list of requirements to parallel the requirements used in the school nurse/non-instructional endorsement at N.J.A.C. 6A:9-13.4(b) for purposes of clarity. The requirement for a 30 semester program of studies at N.J.A.C. 6A:9-13.3(b)1 has been deleted. Subparagraphs N.J.A.C. 6A:9-13.3(b)1i through x have been recodified to 1 through 10. Current N.J.A.C. 6A:9-13.3(b)2 has been recodified as 11. There is also a proposed amendment at N.J.A.C. 6A:9-13.3(b)11 to delete the current requirement for student teaching and establish a college-supervised school nurse practicum.

#### **N.J.A.C. 6A:9-13.4 School nurse/non-instructional**

This section establishes the certification requirements for the school nurse/non-instructional endorsement. There are proposed amendments at N.J.A.C. 6A:9-13.4(b) to add the delete the “s” from nurses and to add the words “/non instructional” in order to reflect the name of the endorsement; to include a minimum 21 credit requirement for the endorsement; and to add the words “study in the following topics:.” There is also a proposed amendment at N.J.A.C. 6A:9-13.4(c) deleting the requirement that a candidate for emergency certification verify matriculation into a State-approved school nurse/non-instructional program.

### **N.J.A.C. 6A:9-13.5 School social worker**

This section establishes the certificate process for the school social worker endorsement. There is a technical amendment proposed at N.J.A.C. 6A:9-13.5(d)1 to add the word “and.” There are proposed technical amendments at N.J.A.C. 6A:9-13.5(d)2 to add a period and delete “; and.” There is a proposed amendment at N.J.A.C. 6A:9-13.5(d)3 to delete the requirement that a candidate for emergency school social worker certification verify matriculation in a social worker master’s program

### **N.J.A.C. 6A:9-13.6 Speech-language specialist**

This section establishes the certification process for the speech language specialist endorsement. There is a proposed amendment at N.J.A.C. 6A:9-13.6(e) to permit an emergency speech language specialist certificate to be issued to candidates enrolled in a master’s program in speech pathology at a regionally accredited college or university and who have completed a minimum of 12 graduate credits. The proposed amendment deletes the word “from” and establishes that all study must be completed at a regionally accredited college or university. The proposed amendment also permits renewal of the emergency certificate a total of four times.

### **N.J.A.C. 6A:9-13.7 Director of school counseling services**

This section establishes the certification process for the director of school counseling services endorsement. There is a proposed amendment at N.J.A.C. 6A:9-13.7(b) to include holders of the student personnel services endorsement to be eligible for the director of school counseling services endorsement. There is a proposed amendment at (c)1 to include holders of the student personnel services endorsement to be issued the emergency director of school counseling services.

### **N.J.A.C. 6A:9-13.8 School counselor**

This section establishes the certification process for the school counselor endorsement. N.J.A.C. 6A:9-13.8(b)2vii is proposed to be recodified to vi and to include a supervised counseling practicum in a preschool through grade 12 school setting. There is a proposed technical amendment to recodify N.J.A.C. 6A:9-13.8(b)viii to vii. There is also a proposed amendment at N.J.A.C. 6A:9-13.8(d)2 to delete “in guidance/counseling,” to add the cross-reference for the areas of study that must be completed for issuance of the emergency school counselor certificate and to require that six of the fifteen credits required be in counseling.

### **N.J.A.C. 6A:9-13.9 School psychologist**

This section establishes the certification process for school psychologist endorsement. There is a proposed amendment at N.J.A.C. 6A:9-13.9(d)5 replacing “(b)2” with “(b)1” to establish the correct reference for the areas of study that an extern must complete prior to the start of a paid externship. There is a proposed amendment at N.J.A.C. 6A:9-13.9(h)2 replacing “40” semester-hour credits with “30” semester-hour credits. There is also a proposed amendment at N.J.A.C. 6A:9-13.9(h)2 deleting cognitive, personality assessment and school consultation as study requirements for emergency school psychologist certification.

### **N.J.A.C. 6A:9-13.10 Learning disabilities teacher-consultant**

This section establishes the certification process for the learning disabilities teacher-consultant endorsement. There is a proposed amendment at N.J.A.C. 6A:9-13.10(d)1 to delete the requirement of a master’s degree for emergency learning disabilities teacher-consultant certification. There are proposed technical amendments to recodify N.J.A.C. 6A:9-13.10(d)2 through 4 to 1 through 3. There is a proposed amendment at N.J.A.C. 6A:9-13.10(d)2 to add the word “and.” There is proposed amendment at current N.J.A.C. 6A:9-13.10(d)4 to delete the requirements for study in the diagnosis of and accommodations for educational disabilities as prerequisites for emergency certification. There is also a proposed amendment at N.J.A.C. 6A:9-13.10(d)5 to delete the requirement that a candidate for emergency certification be enrolled in a graduate program for learning consultants with three years to complete all requirements for standard certification.

### **N.J.A.C. 6A:9-13.14 School library media specialist**

This section establishes the certification requirements for the school library media specialist endorsement. Numerous amendments to the rules are proposed in this section to permit the issuance of a three-tiered certification process that begins with a CE/CEAS, proceeds with provisional certification, during which supervision and mentoring is provided, and ends with standard certification after successful performance as a school library media specialist. An amendment is proposed at N.J.A.C. 6A:9-13.14(a) to add the abbreviation “SLMS” for “school library media specialist.” There is a proposed amendment at N.J.A.C. 6A:9-13.14(b) to replace “endorsement” with “SLMS CE”. There is a proposed new paragraph at N.J.A.C. 6A:9-13.14(b)2 adding a master’s degree in library media studies as an eligibility option for the CE. N.J.A.C. 6A:9-13.14(b)2 is proposed to be recodified to (b)3. There is a proposed new subsection at N.J.A.C. 6A:9-13.14(c) establishing the requirement options for the SLMS CEAS. The proposed new paragraph at N.J.A.C. 6A:9-13.14(c)1 establishes a standard instructional endorsement, with the exception of the military science endorsement, as a requirement option. Proposed N.J.A.C. 6A:9-13.14(c)2 establishes a State-approved teacher preparation program as a second option. Current N.J.A.C. 6A:9-13.14(c)3 establishes a college program that provides study in required pedagogical study as a third option. A new

subsection is proposed at N.J.A.C. 6A:9-13.14(d) establishing the requirements for the provisional SLMS certification. Proposed new paragraphs at N.J.A.C. 6A:9-13.14(d)1 and 2 establish that a candidate must hold a SLMS CE or CEAS and be offered employment in order for a SLMS provisional certificate to be issued. N.J.A.C. 6A:9-13.14(c) is proposed to be recodified as (e) and to delete “school library media specialist” and replace it with “SLMS.” It is proposed that N.J.A.C. 6A:9-13.14(c)1 and 2, which establish the requirements for the standard SLMS, be deleted and replaced with new paragraphs N.J.A.C. 6A:9-13.14(e)1 through 4. Proposed N.J.A.C. 6A:9-13.14(e)1 establishes the requirement for the provisional certificate. Proposed N.J.A.C. 6A:9-13.14(e)2 establishes the required pedagogical study for holders of the CE and establishes that holders of the CEAS are exempt from 13.14(e)2 and 3. Proposed N.J.A.C. 6A:9-13.14(e)3 establishes the requirement for the holder of the CE to complete the school library media topics not included in the master’s program. Proposed N.J.A.C. 6A:9-13.14(e)4 establishes the requirement for a supervised year-long school-based library media residency. Proposed N.J.A.C. 6A:9-13.14(e)4i requires a residency agreement entered into by the Department, employing school, candidate and residency supervisor. Proposed N.J.A.C. 6A:9-13.14(e)4ii establishes the required professional experiences to be included in the residency. A new subsection is proposed at N.J.A.C. 6A:9-13.14(f) establishing the duties of the residency supervisor. A new subsection is proposed at N.J.A.C. 6A:9-13.14(g) that establishes the evaluation process during the residency and includes the possible recommendations for certification with full descriptions of the recommendations. A new subsection at N.J.A.C. 6A:9-13.14(h) establishing the appeal process for candidates who disagree with the residency supervisor’s recommendation for certification, respectively. There is a proposed new subsection at N.J.A.C. 6A:9-13.14(i) establishing the eligibility requirements for an applicant holding a standard associate school library media specialist (ASLMS) endorsement to qualify for a school library media specialist (SLMS) endorsement. It is proposed to delete the requirement at current N.J.A.C. 6A:9-13.14(d)1 that a candidate for emergency SLMS certification be matriculated into an approved school library media program. An amendment is proposed at N.J.A.C. 6A:9-13.14(j) to establish the requirement of a bachelor’s degree and 12 graduate credits for emergency SLMS certification. It is proposed that N.J.A.C. 6A:9-13.14(e) through (g) be recodified to (k) through (m). It is proposed that “school media specialist” be replaced with “SLMS” at N.J.A.C. 6A:9-13.14(l). Amendments are proposed at N.J.A.C. 6A:9-13.14(l)2 to establish the requirement that only certified teachers whose master’s degree is in school library media studies can receive the standard SLMS endorsement and to delete the issuance of standard certificates to certified teachers with masters programs in library science or equivalent media areas without completion of the required residency. There is a proposed amendment at N.J.A.C. 6A:9-13.14(m) to replace “school library media specialist” with “SLMS.” It is also proposed to delete N.J.A.C. 6A:9-13.14(h) because it is a duplication of the proposed N.J.A.C. 6A:9-13.14(k).

### **N.J.A.C. 6A:9-13.15 Associate school library media specialist**

This section establishes the certification requirements for the associate school library media specialist endorsement. Numerous amendments are proposed in this section to permit the issuance of a three-tiered certification process that begins with a CE/CEAS, proceeds with provisional certification, during which supervision and mentoring is provided, and ends with standard certification after successful performance as a school library media specialist. An amendment is proposed at N.J.A.C. 6A:9-13.15(a) to add the abbreviation “ASLMS” for “associate school library media specialist.” There is a proposed amendment at N.J.A.C. 6A:9-13.15(b) establishing the requirements for the ASLMS CE. There is also a proposed amendment at N.J.A.C. 6A:9-13.15(b)2iii adding “literature” after “adult.” There is a proposed new subsection at N.J.A.C. 6A:9-13.15(c) listing the requirement options for the ASLMS CEAS. Proposed N.J.A.C. 6A:9-13.15(c)1 establishes the requirement of a standard instructional certificate, with the exclusion of the military science endorsement, as one option. Proposed N.J.A.C. 6A:9-13.15(c)2 establishes the requirement for a State-approved teacher preparation program as a second option. Proposed N.J.A.C. 6A:9-13.15(c)3 establishes a college program that provides study in required pedagogical study as a third option. A new subsection is proposed at N.J.A.C. 6A:9-13.15(d) establishing the requirements for the provisional ASLMS certification. Proposed N.J.A.C. 6A:9-13.15(d)1 establishes the requirement for an ASLMS CE or CEAS. Proposed N.J.A.C. 6A:9-13.15(d)2 establishes the requirement for an offer of employment. It is proposed that N.J.A.C. 6A:9-13.15(c) be recodified at (e). It is also proposed at N.J.A.C. 6A:9-13.15(e) to delete the requirements for the standard ASLMS endorsement and replace them with paragraphs 1 through 3. Proposed N.J.A.C. 6A:9-13.15(e)1 establishes the requirement for a provisional ASLMS certificate. Proposed N.J.A.C. 6A:9-13.15(e)2 establishes the required pedagogical study for holders of the CE. Proposed N.J.A.C. 6A:9-13.15(e)3 establishes the requirement for a year-long school-based residency program in a school library media center. Proposed N.J.A.C. 6A:9-13.15(e)3i requires a residency agreement entered into by the department, employing school, candidate and residency supervisor. Proposed N.J.A.C. 6A:9-13.15(e)3ii establishes the required professional experiences to be included in the residency program. A new subsection is proposed at N.J.A.C. 6A:9-13.15(g) that establishes the evaluation process during the residency and includes the possible recommendations for certification with full descriptions of the recommendations. A new subsection at N.J.A.C. 6A:9-13.15(h) establishing the appeal process for candidates who disagree with the residency supervisor’s recommendation for certification, respectively. It is proposed that N.J.A.C. 6A:9-13.15(d) through (f) be recodified at (i) through (k). The proposed amendments at proposed N.J.A.C. 6A:9-13.15(i)1 and 2 deletes the requirement a candidate for emergency ASLMS certification be matriculated in an approved school library media and establishes the requirements of completion of a bachelor’s degree from a regionally accredited college or university and a minimum of six graduate credits in school library media study. Amendments also are proposed at N.J.A.C. 6A:9-13.15(k), (k)1 and (k)2 to replace “associate school library media specialist” with “ASLMS”.



### **N.J.A.C. 6A:9-13.16 Professional librarian**

This section establishes the certification process for the professional librarian endorsement. The Department is proposing to repeal this section. Responsibility for the certification of professional librarians was transferred to the New Jersey State Library, effective April 24, 2004, pursuant to Executive Reorganization Plan No. 003-2004.

### **N.J.A.C. 6A:9-13.18 Educational interpreter**

This section establishes the requirements for educational interpreter endorsements to provide educational interpreting services for students who are deaf or hard of hearing in grades preschool through 12. There are proposed amendments at N.J.A.C. 6A:9-13.18(b)1ii, (b)2ii, (c)3 and (d)3 to replace the words “visually-impaired or blind” with “deaf-blind” students to reflect the standard terminology. Amendments are proposed at N.J.A.C. 6A:9-13.18(e), (f) and (g) to permit the renewal of emergency educational interpreter endorsements up to three times.

### **N.J.A.C. 6A:9-13.19 Cooperative education coordinator – hazardous occupations**

This section establishes the certification process for cooperative education coordinators who place and supervise vocational-technical students in hazardous occupations. There is a proposed amendment at N.J.A.C. 6A:9-13.19(d) replacing “12” months with “24” months for candidates for emergency certification to complete the requirements for standard certification.

### **N.J.A.C. 6A:9-13.20 Cooperative education coordinator**

This section establishes the certification process for cooperative education coordinators who place and supervise vocational-technical students in non-hazardous occupations. There is a proposed amendment at N.J.A.C. 6A:9-13.20(d) replacing “12” months with “24” for candidates for emergency certification to complete the requirements for standard certification.

### **N.J.A.C. 6A:9-13.21 County apprenticeship coordinator**

This section establishes the certification process for the county apprenticeship coordinator endorsement. There is a proposed amendment at N.J.A.C. 6A:9-13.21(b)3i deleting “a minimum of 30 hours of training” and incorporating by reference the training required by the New Jersey Department of Labor and Workforce Development and the U.S. Department of Labor regulations. There is also a proposed technical amendment at N.J.A.C. 6A:9-13.21(b)3i adding a period and deleting the word “and”, and for grammatical correctness the capital “T” is proposed to replace lower case “t.” There is a proposed amendment at N.J.A.C. 6A:9-13.21(b)3ii replacing “30” hours of training in safety and health with “20” hours of training or a “Department-approved equivalent

program.” There is also a proposed amendment at N.J.A.C. 6A:9-13.21(c) replacing “12” months with “24” months for candidates for emergency certification to complete the requirements for standard certification.

## **Subchapter 16. Required Professional Development for School Leaders**

### **N.J.A.C. 6A:9-16.1 General provisions**

This section provides that the rules for standards-based professional development apply to active school leaders who possess school administrator, principal or supervisor certificates. There is a proposed amendment at N.J.A.C. 6A:9-16.1(b) to clarify that the requirements apply to both permanent and interim school leaders. An amendment is also proposed at (b) to replace “2004-2005” with “2005-2006.”

### **N.J.A.C. 6A:9-16.3 Implementation of the professional development requirement for school leaders**

This section establishes the process for implementation of the professional development requirement for school leaders. There is a proposed amendment at N.J.A.C. 6A:9-16.3(c) replacing the time period for providing initial evidence of professional plan completion from the 2004-2007 school year with the 2005-2008 school year and to clarify that the 2004-2005 school year serves as a development year.

## **Subchapter 17. State Board of Examiners’ Proceedings**

### **N.J.A.C. 6A:9-17.1 Certificate holder**

This section establishes that for purposes of this subchapter, the term certificate holder includes holders of certificates, CEs and CEAS issued by the Board of Examiners. There is a proposed technical amendment at N.J.A.C. 6A:9-17.1 to add the letter “s” to CEAS.

### **N.J.A.C. 6A:9-17.4 District reporting responsibility**

This section identifies the circumstances under which a school district is required to notify the Board of Examiners about a certificate holder. There is a proposed technical amendment at N.J.A.C. 6A:9-17.4(a)2 deleting a comma for grammatical correctness. There is a proposed new subsection at N.J.A.C. 6A:9-17.4(b) to clarify that school districts submitting information to the State Board of Examiners pursuant to the school districts’ reporting responsibility are required to cooperate with the State Board of Examiners in any legal proceeding arising from the school districts’ notification.

### **N.J.A.C. 6A:9-17.6 Revocation or suspension of certificates**

This section establishes the basis upon which the State Board of Examiners may issue an Order to Show Cause for revoking or suspending certificates. There is a proposed amendment at N.J.A.C. 6A:9-17.6(b)3 to clarify that parties filing a petition pursuant to N.J.A.C. 6A:9-6.(b)1 are required to cooperate with the State Board of Examiners after it issues the Order to Show Cause. There is also a proposed new subsection at N.J.A.C. 6A:9-17.6(d) to clarify that the school district employing a certificate holder at the time of the conduct that is the basis of an Order to Show Cause is required to cooperate with the Board in any legal proceeding concerning the conduct.

### **N.J.A.C. 6A:9-17.7 Procedures for revoking or suspending a certificate**

This section establishes the procedures for revoking or suspending certificates. There is a proposed technical amendment at N.J.A.C. 6A:9-17.7(d) to replace “Administration” with “Administrative” before Procedure. There is a proposed new subsection at N.J.A.C. 6A:9-17.7(j) to permit extensions of time for filing an Answer to an Order to Show Cause or a hearing brief provided that the application for extension is requested prior to the expiration of the 30 days for filing.

### **N.J.A.C. 6A:9-17.8 Revoked and suspended certificates**

This section requires the holder of a revoked or suspended certificate to surrender it to the Board Secretary. This section also establishes the process for the reinstatement of suspended certificates. There is a proposed amendment at N.J.A.C. 6A:9-17.8(a) replacing “20” with “30” the number of days in which an individual is required to surrender a revoked or suspended certificate to the State Board of Examiners.

### **N.J.A.C. 6A:9-17.12 Voluntary surrender of certificates**

This section permits a certificate holder to voluntarily surrender a certificate that has not been used in 10 years. There is a proposed amendment adding “and endorsements” to the heading. There are also amendments at N.J.A.C. 6A:9-17.12(a) through (d) adding “or endorsement” to clarify that individuals may surrender endorsements as well as certificates. Amendments are proposed at N.J.A.C. 6A:9-17.12(a)3 and (b) deleting “(s)” from “certificate(s).”

### **N.J.A.C. 6A:9-17.18 Appeal of “disapproved” or “insufficient” recommendations for standard certification**

This section permits a provisional teacher who receives a recommendation of “disapproved” or two recommendations of “insufficient” to appeal the rating to the State Board of Examiners. There is a proposed amendment at N.J.A.C. 6A:9-17.18(a)1 to require that the candidate who is appealing the rating received in the provisional teacher program provide a copy of the final evaluation as part of his or her submission to the Board. There is a proposed amendment at N.J.A.C. 6A:9-17.18(d) to replace “have” with

“do and “challenged” with “contest.” There are also proposed amendments at N.J.A.C. 9-17.18(d)1 to establish the time for filing a petition seeking an additional opportunity to participate in the provisional teacher program, to require the petitioner to provide a copy of the final evaluation as part of his or her submission to the Board of Examiners and to change “T” to “t” for grammatical correctness. There is a proposed new paragraph at N.J.A.C. 6A:9-17.18(d)4 to permit the Board of Examiners to relax the 60-day requirement for filing.

### **N.J.A.C. 6A:9-17.19 Motions**

This section establishes procedures for litigants to file motions with the State Board of Examiners. There is a proposed new subsection at N.J.A.C. 6A:9-17.19(d) to permit extensions of time for filing or responding to a motion.

### **Social Impact**

The proposed amendments will have a positive social impact on the process of improving educational leadership and teaching in New Jersey schools by continuing to assure that the State’s licensing system is based on professional standards, is aligned with the State’s Core Curriculum Content Standards and meets the needs of both educational practitioners and students. Moreover, the proposed amendments will, ultimately, improve the quality of instruction and educational outcomes for New Jersey’s children. The inclusion of the industrial arts endorsement will insure that these valuable career education programs continue under the direction of appropriately certified staff. This inclusion provides the clarity that district boards of education need when staffing school programs.

### **Economic Impact**

The proposed amendments will have little overall economic impact on local school districts, educators seeking certification and the general public. Instructional, administrative and educational services certification qualifies candidates for employment in New Jersey’s public schools. These candidates, like those individuals in virtually all other states, are required to pay tuition for the acquisition of academic degrees and other costs associated with the qualifying procedure. These costs, therefore, are negligible to the general public. Individual candidates seeking certification, however, are responsible for paying the fees associated with the preparation and evaluation of credentials, and the issuance of certificates.

### **Federal Standards Statement**

The proposed amendments will align New Jersey’s instructional endorsements with the Federal requirements under the No Child Left Behind Act (PL 107-110, section 1110(a)(2)) that all teachers of core academic subjects be highly qualified by the end of the 2005-2006 school year. The proposed amendments do not

exceed Federal standards or requirements. There are no other Federal standards that are applicable to the proposed amendments.

### **Jobs Impact**

It is anticipated that the proposed amendments are likely to increase the pool of teaching staff members. There are no anticipated job losses resulting from the proposed amendments.

### **Agriculture Industry Impact**

No impact on the agriculture industry is anticipated as a result of the proposed amendments.

### **Regulatory Flexibility Statement**

The proposed amendments apply to public schools, approved private schools for the disabled, and providers of publicly-funded preschool education. The approved private schools for the disabled and providers of publicly-funded preschool education could be considered small businesses, as that term is defined by the Regulatory Flexibility Act, N.J.S.A. 52:14B-16 et seq. There are approximately 164 private schools for the disabled and approximately 500 providers of publicly-funded preschool education. The proposed amendments do not impose any additional reporting, recordkeeping or compliance requirements. The private schools for the disabled and providers of publicly-funded preschool education are currently required to employ appropriately certified teaching staff, and the proposed amendments make no changes in that requirement. Accordingly, no professional services should be necessary to comply with the regulatory requirements. There are no capital costs associated with the proposed amendments.

New Jersey institutions of higher education with programs preparing teachers and administrators are not small businesses as that term is defined by the Regulatory Flexibility Act N.J.S.A. 52:14B-16 et seq. as they employ 100 or more full-time employees.

### **Smart Growth Impact**

The proposed amendments will have no impact on the achievement of smart growth and implementation of the State Development and Redevelopment Plan.

Full text of the proposal follows (additions indicated in boldface thus; deletions indicated in brackets [thus]):

## CHAPTER 9. PROFESSIONAL LICENSURE AND STANDARDS

### SUBCHAPTER 2. DEFINITIONS

#### 6A:9-2.1 Definitions

The following words and terms, when used in this chapter, shall have the following meanings, unless the context clearly indicates otherwise:

“Formal instruction” means a Department-approved planned program of professional preparation for [educators at] **holders of certificates of eligibility which is located at a regional training center site operated by a school district**, school district consortium[, regional training center] or institution of higher education.

“Novice teacher” means any full-time or part-time teacher who has not completed one year of full-time teaching under a [standard] valid State teaching certificate.

...

### SUBCHAPTER 4. STATE BOARD OF EXAMINERS

#### 6A:9-4.1 General

- (a) There shall be a Board of Examiners, consisting of the Commissioner, ex officio, and one assistant commissioner of education, two presidents of State

colleges, one county superintendent, one superintendent of schools of a Type I district, one superintendent of a Type II district, one high school principal, one elementary school principal, one librarian employed by the State or by one of its political subdivisions, one school business administrator and four teaching staff members other than a superintendent, principal, school business administrator or librarian, all of whom shall be appointed by the Commissioner with the approval of the State Board.

- (b) The Assistant Commissioner shall be the chair of the Board of Examiners. The Director of the Office shall be the Secretary of the Board of Examiners.
- (c) The chair of the Board of Examiners shall have the authority to appoint committees made up of less than a majority of the full Board of Examiners to assist the Board of Examiners in the conduct of its duties.
- (d) The Board of Examiners shall hold its annual organization meeting prior to October 1 of each year.
- (e) The appointed members of the Board of Examiners shall hold office for two years, from September 15 of the year in which they are appointed. Vacancies on the Board of Examiners shall be filled for the unexpired term only.

## **SUBCHAPTER 5. GENERAL CERTIFICATION POLICIES**

### **6A:9-5.4 Fees**

- (a) The fee schedule in (b) below shall be in addition to any tuition and fees that institutions of higher education may charge for courses and credits offered in connection with State-approved training programs.
  
- (b) The following nonrefundable fee schedule applies:
  - 1. For each CE and CEAS, which includes the issuance of the provisional certificate and standard certificate - \$150.00;
  
  - 2. For each emergency certificate - \$75.00;
  
  - 3. For each county substitute credential - \$75.00;
  
  - 4. For each renewal of an emergency or provisional certificate - \$50.00;
  
  - 5. For each duplicate copy of or name change on a certificate - \$40.00;
  
  - 6. For each evaluation of credentials to determine eligibility to take a particular state certification examination or to obtain information concerning qualifications for certification - \$50.00;



7. For each standard certificate - \$75.00;
  8. For each certificate that requires a test, a one-time test score service fee - \$20.00;
  9. For each letter the Office sends in response to a candidate's written request verifying test scores that are no longer available from the testing company - \$25.00; [and]
  10. An application fee for a qualifying academic certificate pursuant to N.J.S.A. 18A:6-41 shall be \$30.00. If the candidate is not eligible, \$20.00 will be refunded[.]; and
  11. Upon completion of a State-approved administrator residency program, a one-time administrative fee - \$200.00.
- (c) The State Board may establish in this section from time to time a fee schedule for services related to the issuance of certificates that includes, but is not limited to, fees charged by district boards of education to provisional teachers to pay for their training. This fee schedule shall be in addition to any tuition and fees charged by institutions of higher education for courses and credits offered in connection with State-approved training programs.

#### **6A:9-5.7 Citizenship requirement**

(a) Except as set forth below, to be eligible for a certificate, the applicant must be a citizen of the United States.

1. Any citizen of another country who has declared his or her intention of becoming a United States citizen and who is otherwise qualified may, with the Commissioner's approval, be granted a teaching certificate for employment as a teacher by a district board of education as set forth in N.J.S.A. 18A:26-1. The certificate shall expire in five years. If the holder of the noncitizen certificate has not become a United States citizen within the initial five-year certification period, the certificate may be renewed for an additional five-year period. When the certificate expires after the second five-year period, the certificate shall not be renewed again. The Board of Examiners may revoke any such certificate pursuant to N.J.S.A. 18A:26-8.1 if the Board is satisfied that the holder thereof has abandoned his or her efforts to become a United States citizen or has become disqualified for citizenship.
2. In accord with N.J.S.A. 18A:6-7, any citizen of another country who is employed as an exchange teacher by a district board of education pursuant to N.J.A.C. 6A:9-5.15 shall be exempt from the citizenship

requirement. The teacher shall file a noncitizen oath to support the Constitution of the United States while so employed.

3. In accord with N.J.S.A. 18A:6-7, any citizen of another country who is eligible for a limited certificate for foreign teachers for employment by a public school district pursuant to N.J.A.C. 6A:9-6.6 shall be exempt from the citizenship requirement. The teacher shall file a noncitizen oath to support the Constitution of the United States while so employed.
4. In accord with N.J.S.A. 18A:26-1, a teacher of [foreign] world languages who has been a resident of the United States for less than 10 years and who is not a citizen of the United States may be granted a teaching certificate and employed as a teacher by a district board of education. The teacher shall file a noncitizen oath to support the Constitution of the United States while so employed, as required by N.J.S.A. 18A:6-7. The teacher shall not be required to complete the affidavit of intent to become a United States citizen. The noncitizen certificate shall be issued for a period of time equivalent to the 10 years less the the number of years that the teacher has been a resident of the United States. This period shall not exceed 10 years and shall not be renewed.

5. In accord with N.J.S.A. 18A:28-3, no teaching staff member shall acquire tenure unless he or she is, or until he or she shall become, a citizen of the United States.

#### **6A:9-5.13 Course information**

- (a) Courses completed by correspondence or distance learning may be accepted for certification purposes only if they are completed through a regionally accredited college or university and appear on the official transcript of the college or university.
- (b) Teaching a course in a regionally accredited college or university shall be deemed the equivalent of having presented the course on a college transcript. Evidence of such teaching must be submitted in the form of an original letter from the college president [or], dean or authorized designee.

#### **6A:9-5.16 Issuance of a certificate**

- (a) The Board of Examiners shall issue the appropriate certificate upon the candidate's completion of all certification requirements. The candidate shall be subject to all requirements in effect at the time the application is received in the Office. Requirements include, but are not limited to, coursework, degree, tests, fees, GPA and all certificate rules pursuant to N.J.A.C. 6A:9-8, 11, 12, and 13.

Applications shall be deemed filed with the Office when the application and all required supporting documentation has been received. The teacher shall maintain possession of the original certificate.

- (b) If the candidate is not eligible for the certificate sought, the Office shall issue a written evaluation that identifies the deficiencies for certification.
- (c) The Board of Examiners may refuse to issue a certificate to a candidate enrolled in a New Jersey or out-of-State approved program when the candidate fails to secure the recommendation of the preparing institution.

## **SUBCHAPTER 6. TYPES OF CERTIFICATES**

### **6A:9-6.2 Provisional certificate**

The provisional certificate is a two-year certificate issued to candidates who have met requirements for initial employment as part of a State-approved school district training program or residency leading to standard certification. If the duration of the school district training program extends beyond the two-year period, the provisional certificate shall be renewed. The certificate is renewable for a maximum of [two] one renewal[s].

### 6A:9-6.3 Emergency certificate

- (a) An emergency certificate is a [one-year] substandard certificate issued only to educational services certificate candidates who meet the requirements specified for each endorsement. An emergency certificate [shall be deemed valid during the academic year in which it is issued. It] shall be issued at any time during the academic year. All emergency certificates shall expire [at the end of the academic year] on July 31 of each year regardless of issuance date.
- (b) A district board of education may apply to the county superintendent for an emergency certificate for a candidate in authorized educational services areas if it can demonstrate its inability to locate a suitable certified candidate due to unforeseen shortages or other extenuating circumstances. The county superintendent may approve the application if he/she determines that there are no suitable certified candidates to fill the position.
- (c) [The]With the exception of the **speech-language specialist endorsement pursuant to N.J.A.C. 6A:9-13.6(e) and the** educational interpreter endorsement pursuant to N.J.A.C. 6A:9-13.18(d) through (f), the certificate is renewable annually up to a maximum of two times at the request of the school district and approval of the county superintendent. Renewal is predicated upon demonstration of progress toward successful completion of coursework and tests required for issuance of a CE, CEAS or standard certificate. A candidate

serving under an emergency certificate shall be employed under emergency certification for no more than a total of three years in any one educational services endorsement area regardless of the number of districts in which the candidate serves.

- (d) An emergency certificate is valid for employment only in the district requesting the emergency certificate.

#### **6A:9-6.5 County substitute credential**

- (a) The county substitute credential is issued by the county superintendent. It is intended only for persons acting temporarily in replacement of a fully certified and regularly employed teacher. The county superintendent may issue county substitute credentials only when the supply of properly certified teachers is inadequate to staff the school.
- (b) A candidate shall apply for a county substitute credential to the county superintendent through the district board of education. The district board of education shall submit the candidate's application, official transcripts, signed and notarized oath of allegiance, academic credentials and appropriate fee pursuant to N.J.A.C. 6A:9-5.4(b)3 to the county superintendent for review and approval. The county superintendent may issue a county substitute credential to candidates who do not hold standard New Jersey certificates but who can

present a minimum of 60 semester-hour credits completed at a regionally accredited college or university. The holder of the county substitute credential pursuant to this subsection may serve for no more than 20 consecutive days in the same position in one school district during the school year.

- (c) The county superintendent shall not issue a county substitute credential until the candidate submits a criminal history qualification letter from the Department, unless the district board of education can demonstrate that special circumstances exist which justify the emergent employment of a county substitute in accordance with N.J.S.A. 18A:6-7.1(c).
- (d) Holders of a CE or CEAS issued by the Board of Examiners may serve as a substitute teacher in areas authorized by their credentials for a period of 60 instructional days. Holders of a CE or CEAS are not required to have a county substitute credential for this service.
- .
- (e) Holders of a standard New Jersey instructional certificate may serve as a substitute teacher in areas outside the scope of their endorsements for a period of 30 instructional days. Holders of standard certificates are not required to have a county substitute credential for this service. This subsection does not apply to the holder of a standard certificate with a vocational-technical endorsement.



- (f) The county substitute credential is valid in the county of issuance and in any county of the state if appropriately registered with the county office of education in that county.
- (g) The county substitute credential is valid for a three-year period from the date of issuance, unless rescinded pursuant to (k) below.
- (h) The county superintendent may issue a vocational county substitute credential to a candidate who presents two years of full-time work experience in the appropriate career cluster in lieu of 60 semester hour college credits. The work experience shall be documented by an experience statement from an employer or presentation of a valid occupational license. The vocational county substitute credential is required to serve as a substitute teacher for specific vocational-technical skills. The holder of a vocational-technical CE or CEAS is also authorized to serve as a vocational county substitute teacher.
- (i) The county superintendent may issue a county substitute credential to serve as a substitute school nurse to the holder of a valid New Jersey registered professional nurse license.
- (j) The county superintendent may issue a county substitute credential to serve as a substitute educational interpreter to candidates with a high school diploma or GED and who have completed the Educational Interpreter Performance

Assessment (EIPA) with a minimum score of three. The 20-day limitation pursuant to (b) above shall not apply to such educational interpreters as substitute educational interpreters may serve for up to one academic year.

[(j)](k) The holder of a county substitute credential is authorized to serve as an athletic coach in the district pursuant to N.J.A.C. 6A:9-5.19(c). The 20-day limitation pursuant to (b) above shall not apply to such coaching situations as coaches may serve for up to one academic year.

[(k)](l) The county superintendent may rescind a county substitute credential at any time during the term of its validity for good cause shown, including, but not limited to, commission of offenses within the terms of the forfeiture statute, N.J.S.A. 2C:51-2, or the disqualification statute, N.J.S.A. 18A:6-7.1; or conduct inconsistent with employment in a school environment; or evidence that the holder did not meet the qualifications for the credential at the time of issuance. Appeal of any such rescission shall be to the Commissioner pursuant to N.J.A.C. 6A:3, **Controversies and Disputes**.

## **SUBCHAPTER 8. REQUIREMENTS FOR INSTRUCTIONAL CERTIFICATE**

### **6A:9-8.1 Requirements for certificates of eligibility**

(a) Except as indicated in N.J.A.C. 6A:9-11, to be eligible for a CE in instructional areas, the candidate shall:

1. Hold a bachelor's or an advanced degree from a regionally accredited college or university;
2. Achieve a cumulative GPA of at least 2.50 when a GPA of 4.00 equals an A grade for students graduating before September 1, 2004 in a baccalaureate degree program, higher degree program or a [State-approved] state-approved post-baccalaureate certification program with a minimum of 13 semester-hour credits; for students graduating on or after September 1, 2004, achieve a cumulative GPA of at least 2.75 when a GPA of 4.00 equals an A grade in a baccalaureate degree program, higher degree program or in a [State-approved] state-approved post-baccalaureate certification program with a minimum of 13 semester-hour credits;

3. For subject area endorsements, complete at least 30 credits in a coherent sequence of courses appropriate to the instructional area. At least 12 semester-hour credits must be at the advanced level of study, including the junior, senior or graduate level study. For the elementary school endorsement, complete a liberal arts, science, dual content or interdisciplinary academic major or a minimum of 60 semester hour credits in liberal arts and/or science.
    - i. All coursework must appear on the transcript of a regionally accredited four-year college or university;
  4. Pass the appropriate state test of subject matter knowledge; and
  5. Pass an examination in physiology, hygiene and substance abuse issues pursuant to N.J.A.C. 6A:9-5.9.
- (b) Except as indicated in N.J.A.C. 6A:9-11, to be eligible for a CEAS in instructional fields, the candidate shall meet the requirements in (a) above and complete one of the following programs of teacher preparation:
1. A New Jersey college program, graduate or undergraduate, approved by the Department for the preparation of teachers pursuant to N.J.A.C. 6A:9-10;

2. A college preparation program included in the interstate certification reciprocity system of NASDTEC;
  3. An out-of-State teacher education program approved by NCATE, TEAC or any other national professional education accreditation body recognized by the Council on Higher Education Accreditation approved by the Commissioner;
  4. A teacher education program approved for certification by the Department in one of the states party to the NASDTEC Interstate Contract, provided the program was completed on or after January 1, 1964 and the state in which the program is located would issue the candidate a comparable endorsement; or
  5. An out-of-State college teacher education program approved by the state department of education in which the program is located.
- (c) The teacher preparation programs listed in (b)1 through 5 above must culminate in college supervised student teaching.
- (d) A candidate who graduates on or after September 1, 2004 with a GPA that is below 2.75, but at least 2.50 when a GPA of 4.00 equals an A grade, and whose score in the appropriate State test of subject matter knowledge exceeds

- the passing score by 10 percent or more will meet the requirements of (a)2 and 4 above. This alternative requirement to (a)2 and 4 above should not be construed as a waiver to N.J.A.C. 6A:9-17.16.
- (e) A candidate [who graduates on or after September 1, 2004] with a GPA that is 3.50 or higher, when a GPA of 4.00 equals an A grade, but whose score in the appropriate State test of subject matter knowledge falls below the passing score by no more than five percent will meet the requirements of (a)2 and 4 above. This alternative requirement to (a)2 and 4 above should not be construed as a waiver to N.J.A.C. 6A:9-17.16.
- (f) A candidate who has graduated from a regionally accredited college or university that does not award grades and does not calculate GPAs shall be exempt from the requirements in (a)2 above.
1. Upon application, the candidate shall provide the Office with an original registrar's letter from the college or university bearing the college or university seal and clarifying the institution's policy regarding GPAs.
  2. The candidate shall satisfy all other requirements for certification, without exception.
- (g) The candidate who meets the requirements in (a) above, was matriculated and enrolled in classes in an elementary school teacher preparation program that meets the requirements outlined in (b) above no later than spring semester

2005 and completes the program by September 1, 2007 shall be issued the elementary school endorsement that is valid in grades preschool through eight.

1. The candidate in (g) above shall apply to the Office no later than March 1, 2008.
2. A candidate who meets the requirements in this subsection, but applies after March 1, 2008, shall be issued the elementary school endorsement that is valid in grades kindergarten through five.

### **6A:9-8.3 Requirements for State-approved district training programs**

- (a) Each district board of education shall be authorized to employ a provisional teacher after its mentoring plan has been approved pursuant to N.J.A.C. 6A:9-8.4(d)3.
- (b) Each State-approved district training program shall provide essential knowledge and skills through the following training:
  1. A [full-time] clinical experience of [no less than] 20 days duration or its equivalent shall be provided to a novice teacher who holds a CE. This experience shall be provided by in-district personnel as described and approved in the school district's local mentor plan and may be in joint sponsorship with other educational entities. The clinical experience shall prepare the novice teacher with the skills and

knowledge to succeed in the initial teaching experience and shall take place prior to the time at which the novice teacher takes full responsibility for a classroom. This clinical experience shall provide high quality pre-professional support, instruction and clinical experiences and study in those essential areas of professional study pursuant to N.J.A.C. 6A:9-3.3. This requirement shall not apply to provisional teachers who hold a CEAS pursuant to N.J.A.C. 6A:9-8.1(b) or provisional teachers who hold a CE and have completed a Department-approved pre-service clinical experience.

2. On-going mentoring of the provisional teacher shall take place over a period of 30 weeks in accordance with the local mentor plan pursuant to N.J.A.C. 6A:9-8.4 and in accordance with the Professional Standards for Teachers.
3. The building principal or an appropriately certified school administrator shall observe and formally evaluate the provisional teacher in accordance with N.J.A.C. 6A:9-8.6 and 8.7.
4. Approximately 200 hours of formal instruction in professional education aligned with the Professional Standards for Teachers shall be completed by the provisional teacher concurrently with the requirements of (b)1 through 3 above. This requirement shall not



apply to provisional teachers who hold a CEAS pursuant to N.J.A.C. 6A:9-7.1(b).

- (c) Districts or consortia of districts, in conjunction with a college or university, shall provide formal instruction to the provisional teachers they employ pursuant to (b)4 above. The district or consortium shall submit a written plan for the Department's approval. In the event that joint sponsorship with a college or university cannot be achieved, the Department may authorize the district or consortium to provide the formal instruction independently or in joint sponsorship with a non-collegiate entity. The district or consortium's written plan shall include documentation of its efforts to secure college or university participation.
- (d) Districts unable to provide formal instruction to provisional teachers in their employ shall provide access to formal instruction through a network of Department-authorized regional training centers.
- (e) District, consortia of districts and other providers of the 200 hours of formal instruction in professional education shall align their programs with the Professional Standards for Teachers by September 1, 2005.

#### **6A:9-8.4 Requirements for local mentor plan**

- (a) All novice teachers are required to participate in a [one-year] mentoring program that [is] takes place over a period of 30 weeks for provisional teachers holding a CEAS and 34 weeks for provisional teachers holding a CE. The mentoring program shall be implemented by the mentor teacher, supervised by the school principal and conducted within the parameters of a school district's local mentor plan and the requirements of N.J.A.C. 6A:9-8.3.
1. In the event that no State funds are available to pay the costs of mentoring fees, candidates who are required to complete a provisional year of teaching in order to obtain standard certification shall be responsible for payment of mentoring fees during the provisional year. The employing district may at its discretion pay the cost of mentoring fees.
  2. All novice teachers whose positions require possession of instructional certificates in accordance with N.J.S.A. 18A:26-2 and N.J.A.C. 6A:9-5.1(a) shall comply with the requirements of the local mentoring plan.
- (b) All district boards of education that employ novice teachers in positions requiring the possession of instructional certificates shall comply with the provisions of this subchapter and shall ensure the following:

1. That rigorous [one-year] mentoring [is] shall be provided to novice teachers by developing a local mentor plan in which experienced teachers give confidential support and guidance to novice teachers in accordance with the Professional Standards for Teachers;
  2. That the local mentor plan includes in-person contact between the mentor teacher and the novice teacher;
  3. That the local Professional Development Committee established pursuant to N.J.A.C. 6A:9-15.3(d) develops a local mentor plan; and
  4. That the district board of education shall report annually the implementation of the local mentor plan in its Quality Assurance Annual Report pursuant to N.J.A.C. 6:8-2.1.
- (c). The local Professional Development Committee shall ensure the development of a local mentor plan as follows:
1. The local Professional Development Committee in each district board of education shall develop a local mentor plan that includes:

- i. Goals that at a minimum enhance teacher knowledge of and strategies related to the CCCS in order to facilitate student achievement; identify exemplary teaching skills and educational practices necessary to acquire and maintain excellence in teaching; and assist novice teachers in the performance of their duties and adjustment to the challenges of teaching;
  - ii. An application process for selecting mentor teachers;
  - iii. Criteria for mentor teacher selection;
  - iv. Provisions for comprehensive mentor training;
  - v. Identification of mentor teacher responsibilities;
  - vi. Logistics for mentor plan implementation;
  - vii. Consideration of collaborative arrangements with colleges and universities; [and]
  - viii. Provisions for the use of State funds[.];and
  - ix. An addendum with criteria and guidelines for the 20-day clinical experience pursuant to N.J.A.C. 6A:9-8.3(b)1.
2. The local Professional Development Committee shall submit the local mentor plan to the district board of education for approval.
  3. The local professional development committee shall submit the addendum for the 20-day clinical experience pursuant to N.J.A.C.

6A:9-8.3(b)1 to the district board of education for initial approval and to the county superintendent for final approval.

[3.]4. After plan review, the district board of education shall submit the plan to the county superintendent who shall notify the Department of plan approval.

(d) The district board of education shall be responsible for the implementation of the local mentor plan through the following:

1. The plan shall provide criteria for selection of mentor teachers. At a minimum, the criteria shall include the following:

i. The district board of education may select a certified teacher with at least three years of experience who is actively teaching in the district [or a retired teacher or administrator] to serve as a mentor teacher;

[(1) The district board of education shall provide training in current educational practices to the retired teachers or administrators serving as mentor teachers who have not been in a school or district educational setting for three years;]

- ii. The mentor teacher applicant is committed to the goals of the local mentor plan;
- iii. The mentor teacher applicant has agreed to maintain the confidential nature of the mentor teacher/novice teacher relationship;
- iv. The mentor teacher applicant has demonstrated exemplary command of content area knowledge and of pedagogy;
- v. The mentor teacher applicant is experienced and certified in the subject area in which the novice teacher is teaching, where possible;
- vi. The mentor teacher applicant is knowledgeable about the social and workplace norms of the district board of education and the community the district board of education serves;
- vii. The mentor teacher applicant is knowledgeable about the resources and opportunities in the district and able to act as a referral source to the novice teacher;
- viii. The mentor teacher applicant provides letters of recommendation as determined by the district mentor plan from those who are familiar with the mentor teacher applicant's work; and
- ix. The mentor teacher applicant agrees to complete a comprehensive mentor training program.

2. Annually, the district board of education shall submit a report on the effectiveness of the local mentor plan to the Department. The report, using data collected on a Department-developed form, shall include program impact on job satisfaction, adequacy of time and training and recommended program changes and additions.
  3. District boards of education shall align the mentor plan with the Professional Standards for Teachers no later than September 1, 2004.
- (e) District boards of education shall be responsible for budgeting any State funds appropriated for the novice teacher mentoring program.
1. Subject to the availability of funds, the Department shall appropriate State funds based on the number of novice teachers employed each year in a given public district board of education.
  2. District boards of education shall ensure that State funds appropriated for this program shall supplement, and not supplant, any Federal, State or local funds already devoted to planning and implementing a novice teacher mentor program.

3. District boards of education shall ensure that State funds shall be used for one or more of the following:
  - i. Stipends for mentor teachers;
  - ii. The costs associated with release time;
  - iii. Substitutes for mentor teachers and novice teachers; and
  - iv. Professional development and training activities related to the program.

**6A:9-8.7 Recommendation for certification of provisional teachers**

- (a) Within 30 days after the conclusion of the State-approved district training program, the building principal shall submit the final evaluation directly to the Secretary that shall contain a recommendation regarding standard certification for each provisional teacher.
- (b) The final evaluation for each provisional teacher shall include one of the following recommendations:
  1. Approved: Recommends issuance of a standard certificate;
  2. Insufficient: Recommends that a standard certificate not be issued but that the candidate be permitted to seek entry on one more occasion into



a State-approved district training program. A second rating of “insufficient” shall be deemed a “disapproved” in accord with (b)3 below; or

3. Disapproved: Recommends that a standard certificate not be issued and that the candidate not be allowed to enter into another State-approved district training program.
- (c) Candidates who receive a recommendation of “disapproved” or two recommendations of “insufficient” may petition the Board of Examiners for approval of additional opportunities to seek provisional employment in districts other than those in which they received unfavorable recommendations pursuant to N.J.A.C. 6A:9-17.18.

#### **6A:9-8.8 Requirements for the standard certificate**

- (a) Except as indicated in N.J.A.C. 6A:9-11, to be eligible for the standard certificate in any instructional area, the candidate shall:
1. Possess a provisional certificate pursuant to N.J.A.C. 6A:9-8.2; and

2. Successfully complete a State-approved district training program pursuant to N.J.A.C. 6A:9-8.3 and 8.4 while employed provisionally in a position requiring the appropriate instructional certificate.
- (b) A candidate who holds a standard New Jersey instructional certificate shall be eligible for additional standard certificates if the candidate meets the requirements of N.J.A.C. 6A:9-8.1(a)1, 3 and 4 and 8.3(b)4. This provision does not apply to holders of the Teacher of Military Science endorsement [or candidates seeking vocational education, special education, English as a second language, bilingual/bicultural education and preschool through grade three endorsements].
- (c) A candidate who has completed the requirements pursuant to N.J.A.C. 6A:9-8.1(b) and at least one year of appropriate teaching experience under a valid out-of-State license or certificate shall be eligible for a standard certificate upon completion of the test requirement. [For the candidate who has completed the requirements pursuant to N.J.A.C. 6A:9-8.1(b) but has not met the GPA requirements pursuant to N.J.A.C. 6A:9-8.1(a)2, three years of successful teaching experience under a valid out-of-State certificate is necessary. Successful teaching experience will be demonstrated by the offer of contract renewal from the employing district or submission of satisfactory performance evaluations.]

(d) For a candidate who has completed the requirements pursuant to N.J.A.C. 6A:9-8.1(b) but has not met the GPA requirements pursuant to N.J.A.C. 6A:9-8.1(a)2, three years of successful teaching experience under a valid out-of-State certificate is necessary. Successful teaching experience will be demonstrated by the offer of contract renewal from the employing district or submission of satisfactory performance evaluations.

~~[(d)]~~(e) A candidate who holds National Board for Professional Teacher Standards (NBPTS) certification and the corresponding out-of-State license or out-of-State certificate shall be eligible for the standard certificate in the NBPTS certificate field without additional requirements.

~~[(e)]~~(f) A candidate who presents official evidence of the following requirements shall be eligible for a standard certificate:

1. Completion of requirements pursuant to N.J.A.C. 6A: 9-8.1(a);
2. Completion of at least one year of appropriate, successful teaching experience under a valid out-of-State license or certificate;
3. Completion of an out-of-State non-traditional or alternate route teacher preparation program that is determined by the Department to be

comparable to the State's school-based training and evaluation program provided to all New Jersey novice teachers; and

4. A valid standard certificate from the state in which (e)3 above was completed.

## **SUBCHAPTER 9. INSTRUCTIONAL CERTIFICATES**

### **6A:9-9.1 Authorizations – general**

- (a) Each teaching endorsement is required for the corresponding teaching assignment.
  1. Each endorsement is valid for grades preschool through 12, with the following exceptions:
    - i. The elementary [endorsements, which are valid in grades kindergarten through grade eight as specified in N.J.A.C. 6A:9-9.2(b)2 and 3] school teacher endorsement is valid in grades kindergarten through five; [and]
    - ii The elementary school teacher with subject matter specialization endorsement is valid in grades five through eight; and

[ii.]iii. The Preschool through Grade Three endorsement [that] is valid in preschool through grade three.

2. Teachers with English endorsements, who taught reading prior to February 1976, may continue to teach in the same assignment. Certified teachers employed by school districts using a whole school reform model pursuant to N.J.A.C. 6A:24-4 are authorized to teach reading in accord with the specifications of the model.
3. Teachers with elementary school endorsements that are valid in grades nursery through eight issued [prior to September 1, 2007] no later than March 1, 2008 may teach in grades nursery through eight in any employing school district. These teachers must demonstrate to the school district that they have content knowledge appropriate to the subject(s) taught. All elementary school teachers certified to teach in grades kindergarten through five after January 20, 2004 and hired to teach in grades six through eight must hold either the elementary school with subject matter specialization or the subject matter endorsement.
4. Teachers [with special education] holding the teacher of the blind or partially sighted, teacher of the deaf or hard of hearing and/or the teacher of handicapped endorsements issued prior to September 1, 2008 may teach students with disabilities in grades preschool through grade

12 if they can demonstrate to the district content knowledge appropriate to the content and the content level to be taught.

5. Teachers holding endorsements that are no longer issued as of January 20, 2004 may continue to teach in the subject areas in which the teacher was authorized to teach under the former rules.
6. Holders of vocational-technical instructional endorsements issued prior to January 20, 2004 remain valid. These teachers are authorized to teach in the occupations for which they hold endorsements. A crosswalk of these former certificates that identifies under which of the new career clusters the teacher's certificate falls is available in the Office.

#### **6A:9-9.2 Endorsements and authorizations**

- (a) The teaching endorsements and authorizations in (a)1 through 9 below are grouped within the relevant CCCS.

1. Visual and performing arts:
  - i. Art: This endorsement authorizes the holder to teach art in all public schools with the exception of approved vocational programs;

- ii. Dance: This endorsement authorizes the holder to teach dance in all public schools with the exception of approved vocational programs;
- iii. Music: This endorsement authorizes the holder to teach vocal and instrumental music and related theory in all public schools;
- iv. Speech arts and dramatics: This endorsement authorizes the holder to teach speech arts and dramatics in all public schools with the exception of approved vocational programs; and
- v. Theater: This endorsement authorizes the holder to teach theater in all public schools with the exception of approved vocational programs.

2. Comprehensive health and physical education:

- i. Health education: This endorsement authorizes the holder to teach health education in all public schools;
- ii. Health and physical education: This endorsement authorizes the holder to teach health and physical education in all public schools;
- iii. Physical education: This endorsement authorizes the holder to teach physical education in all public schools; and

- iv. Swimming and water safety instructor: This endorsement authorizes the holder to teach swimming, diving and water safety in all public schools.

3. Language arts literacy:

- i. English: This endorsement authorizes the holder to teach English in all public schools;
- ii. English as a Second Language: This endorsement authorizes the holder to teach English as a second language in all public schools; and
- iii. Reading: This endorsement authorizes the holder to teach reading in all public schools.

4. Mathematics:

- i. Mathematics: This endorsement authorizes the holder to teach mathematics in all public schools.

5. Science:

- i. Biological science: This endorsement authorizes the holder to teach biological, environmental and general science in all public



schools. Biological science includes botany, anatomy and physiology, zoology and biology;

- ii. Chemistry: This endorsement authorizes the holder to teach chemistry, environmental and general science in all public schools;
- iii. Earth science: This endorsement authorizes the holder to teach earth, environmental and general science in all public schools. Earth science includes astronomy, geology, meteorology, oceanography, physical geography and space science;
- iv. Physical science: This endorsement authorizes the holder to teach physical, environmental and general science in all public schools. Physical science includes physics, chemistry, and earth and space sciences other than geography; and
- v. Physics: This endorsement authorizes the holder to teach physics, environmental and general science in all public schools.

6. Social studies:

- i. Psychology: This endorsement authorizes the holder to teach psychology in all public schools; and
- ii. Social studies: This endorsement authorizes the holder to teach social studies in all public schools. Social studies includes American history, European history, world history, government,

political science, sociology, geography, anthropology and economics.

7. World languages: This endorsement authorizes the holder to teach one of the following designated world languages in all public schools:

- i. American Sign Language;
- ii. Chinese;
- iii. French;
- iv. German;
- v. Greek;
- vi. Hebrew;
- vii. Italian;
- viii. Japanese;
- ix. Latin;
- x. Portuguese;
- xi. Russian;
- xii. Spanish; or
- xiii. Other world languages.

8. Technological literacy:
  - i. Technology education. This endorsement authorizes the holder to teach technology education in all public schools with the exception of approved vocational programs. Technology education includes [design fundamentals, energy systems, manufacturing and construction technology, technical graphics, and communications technology] content aligned with the CCCS and the Standards for Technology Literacy published by the International Technology Education Association, copyright 2000, incorporated herein by reference at <http://www.iteaconnect.org/TAA/Publications/STL/STLMainPage.htm>. Examples of the topics that can be taught under this endorsement include: the nature of technology; technology and society; engineering and technological design; abilities for a technological world; energy and power; information and communication; and transportation, manufacturing and construction technologies.
9. Career education and consumer, family and life skills:
  - i. Business education/business-related technologies: Endorsements in these content fields authorize the holder to teach business

education and business-related technologies in all public schools.

[Business education and business-related technologies include: accounting; business computer applications; business law; business communications; business mathematics; economics and finance; entrepreneurship; international business; keyboarding; business management; marketing; office administration/office systems technology; and exploration in business related careers.]

(1) Comprehensive business: This endorsement authorizes the holder to teach accounting, banking and insurance, business computer applications, business law, business communications, business mathematics, economics and finance, entrepreneurship; international business; keyboarding; business management; business organization, marketing; office administration/office systems technology; and exploration in business related careers.

(2) Business: accounting: This endorsement authorizes the holder to teach accounting, bookkeeping, finance and investment, business mathematics and exploration of related careers.

(3) Business: finance/economics/law: This endorsement authorizes the holder to teach finance and investment, economics, law, banking and insurance, business

mathematics, business communications; business management, business organization and exploration of related careers.

(4) Business: keyboarding and data entry: This endorsement authorizes the holder to teach keyboarding, computer data entry, word processing and exploration of related careers.

(5) Business: computer applications and business-related information technology: This endorsement authorizes the holder to teach business-related software applications, safety and security policies pertaining to computer use, emerging hardware and operating systems, file management, legal issues related to computer use, and exploration of related business occupations.

(6) Business: office administration/office systems technology: This endorsement authorizes the holder to teach office organization, word processing, speed writing, business communication, office and administrative support practices and procedures, keyboarding, data entry and exploration of related business occupations.

(7) Marketing education: This endorsement authorizes the holder to teach marketing occupations including sales, advertising and retailing, global marketing,

entrepreneurship and exploration of related business occupations.

- ii. Family and consumer sciences. This endorsement authorizes the holder to teach family and consumer sciences in all public schools. [Family and consumer sciences includes: family economics and resource management; family relations and human development including child care and development and parenting education, housing and environment including interior design, nutrition, health and food management and preparation; textiles and apparel design, construction and merchandising; and exploration in family and consumer sciences related occupations.]

- (1) Comprehensive family and consumer sciences: This endorsement authorizes the holder to teach family and consumer sciences. Family and consumer sciences includes: family economics and resource management; family relations and human development including child care and development and parenting education; housing and environment including interior design; nutrition, health and food management and preparation; textiles and apparel design, construction and merchandising; and

exploration in family and consumer sciences related occupations.

(2) Family and consumer sciences: Child and family development: This endorsement authorizes the holder to teach family relations and human development including parenting education and child care and development and operating a nursery school in a high school classroom environment, developing skills needed to deal with crisis in families, handling children with special needs, managing family economics and resources, and provide career related instruction.

(3) Family and consumer sciences: Foods, nutrition and food science: This endorsement authorizes the holder to teach nutrition, individual and family food preparation, food science, managing time and resources related to food preparation, and exploration of careers in foods and nutrition related occupations.

(4) Family and consumer sciences: Apparel, textiles and interiors: This endorsement authorizes the holder to teach textiles and apparel design, construction and

merchandising, interior design; managing time and resources related to apparel construction and interior design; and exploration of careers in apparel, textiles, and interior design.

iii. Career cluster endorsements: These endorsements authorize the holder to teach subjects grouped within one of the following careers clusters in all public schools in accord with (c) below:

- (1) Agriculture, food and natural resources;
- (2) Architecture and construction;
- (3) Arts, audio/video technology and communications;
- (4) Business, management and administrative services;
- (5) Education and training;
- (6) Finance;
- (7) Government and public administration;
- (8) Health science;
- (9) Hospitality and tourism;
- (10) Human services;
- (11) Information technology;
- (12) Law, public safety and security;
- (13) Manufacturing;
- (14) Marketing, sales and service;
- (15) Science, technology, engineering and mathematics; and



(16) Transportation.

iv. Driver education: This endorsement authorizes the holder to teach driver education in all public schools.

v. Industrial arts. This endorsement authorizes the holder to teach industrial arts in all public schools. Industrial arts includes graphic arts, drafting, woodworking, metal working and power mechanics.

(b) The teaching endorsements below authorize the holder to teach specific populations, subjects, ages and/or grade levels:

1. Bilingual/bicultural education: This endorsement authorizes the holder to teach bilingual/bicultural education in all public schools.

2. Elementary school: This endorsement authorizes the holder to:

i. Serve as an elementary school teacher in grades kindergarten through five in all public schools;

ii. Teach [any of the CCCS subjects approved by the State Board] language arts literacy, mathematics, science and social studies full-time in grades kindergarten through [5] five; [and]

- iii. Teach world languages full-time in grades kindergarten through five pursuant to N.J.A.C. 6A:9-11.10;
- iv. Teach all remaining subjects no more than one-half of the daily instructional assignment; and
- [iii.]v. Teach reading, writing, arithmetic, and spelling, for basic skills purposes only, in grades [6] six through 12.

3. Elementary school with subject matter specialization: This endorsement authorizes the holder to:

- i. Teach the specialty subjects on the face of the certificate full-time in grades five through eight in all public schools. This endorsement does not permit the holder to teach the subject matter specialization in grades nine through 12;
- ii. Teach all CCCS subjects in grades K through five pursuant to (b)2 above; and
- iii. Teach reading, writing, arithmetic and spelling, for basic skills purposes only, in grades six through 12.

4. Preschool through grade [3] three: This endorsement authorizes the holder to [teach preschool through grade 3 in public schools and to teach public school students in approved settings providing early childhood education.];

- i. Teach preschool through grade three in public schools and to teach public school students in approved settings providing early childhood education;**
- ii. Teach language arts literacy, mathematics, science and social studies full-time in grades preschool through three;**
- iii. Teach world languages full-time in grades preschool through three pursuant to N.J.A.C. 6A:9-11.10; and**
- iv. Teach all remaining subjects in grades preschool through three no more than one-half of the daily instructional assignment.**

5. Special education: These endorsements authorize the holder to teach special education to one of the designated populations listed in (b)5i through iv below. In addition to the content area(s) or grade level(s) that the teachers' content and/or grade level endorsements authorize, the holder of a special education endorsement also may provide consultative services and supportive resource programs including modification and adaptation of curriculum and instruction to students with disabilities in general education programs in grades preschool through 12.

- i. Blind or visually impaired: This endorsement authorizes the holder to teach blind or visually impaired students;

- ii. Deaf or hard of hearing for oral/aural communication: This endorsement authorizes the holder to teach deaf or hard of hearing students using oral/aural communication strategies;
  - iii. Deaf or hard of hearing for sign language communication: This endorsement authorizes the holder to teach deaf or hard of hearing students using sign language communication strategies; and
  - iv. Students with disabilities: This endorsement authorizes the holder to teach students classified with disabilities with the exception of those identified in (b)5i through iii above.
- (c). Teaching endorsements in the career clusters listed below authorize the holder to teach in approved vocational-technical education programs and related courses in all public schools. They are grouped in the 16 career clusters recognized nationally and by the Department. Specific occupational endorsements are available under each career cluster. A list of these endorsements will be developed by the Department in consultation with representatives of affected Statewide organizations. The list will be available from the Office and will be updated as new occupations emerge based on employer demand and as other occupations become obsolete. The holder of a standard vocational-technical education endorsement who has completed the study requirements in N.J.A.C. 6A:9-13.19(b)2i and ii or 13.20(b)2i or ii also is authorized to place and supervise vocational students in school-sponsored

cooperative education experiences in the occupation in which the holder is certified as part of an approved vocational-technical education program.

1. Agriculture, food and natural resources: Endorsements in this career cluster authorize the holder to teach students in the preparation for occupations related to the production, processing, marketing distribution, financing and development of agricultural commodities and resources including food, fiber, wood products, natural resources, horticulture and other plant and animal products and resources. The candidate's authorization is limited to the area of the candidate's State-approved occupational experience or degree.
2. Architecture and construction: Endorsements in this career cluster authorize the holder to teach students in the preparation for occupations related to the designing, planning, managing, building and maintaining the built environment. The candidate's authorization is limited to the area of the candidate's State-approved occupational experience or degree.
3. Arts, audio-video technology and communications services: Endorsements in this career cluster authorize the holder to teach students in the preparation for occupations related to the designing, producing, exhibiting, performing, writing and publishing multimedia content

including visual and performing arts and design, journalism and entertainment services. The candidate's authorization is limited to the area of the candidate's State-approved occupational experience or degree.

4. Business, management and administration: Endorsements in this career cluster authorize the holder to teach students in the preparation for occupations related to the planning, organizing, directing and evaluating business functions essential to efficient and productive business operations. The candidate's authorization is limited to the area of the candidate's State-approved occupational experience or degree.
5. Education and training: Endorsements in this career cluster authorize the holder to teach students in the preparation for occupations related to the planning, management and provision of education and training services, and related learning support services. The candidate's authorization is limited to the area of the candidate's State-approved occupational experience or degree.
6. Finance: Endorsements in this career cluster authorize the holder to teach students in the preparation for occupations related to services for financial and investment planning, banking, insurance and business financial management. The candidate's authorization is limited to the

area of the candidate's State-approved occupational experience or degree.

7. Government and public administration: Endorsements in this career cluster authorize the holder to teach students preparing for occupations related to governance, national security, foreign service, revenue and taxation, regulation and management and administration at the local, state and federal levels. The candidate's authorization is limited to the area of the candidate's State-approved occupational experience or degree.
8. Health science: Endorsements in this career cluster authorize the holder to teach students in the preparation for occupations related to the planning, management and provision of therapeutic services, diagnostic services, support services and biotechnology research and development. The candidate's authorization is limited to the area of the candidate's State-approved occupational experience or degree.
9. Hospitality and tourism: Endorsements in this career cluster authorize the holder to teach students in the preparation for occupations related to the management, marketing and operations of restaurants and other food services, lodging, attractions, recreation events and travel related

services. The candidate's authorization is limited to the area of the candidate's State-approved occupational experience or degree.

10. Human services: Endorsements in this career cluster authorize the holder to teach students in the preparation for occupations related to families and human needs. The candidate's authorization is limited to the area of the candidate's State-approved occupational experience or degree.
11. Information technology: Endorsements in this career cluster authorize the holder to teach students in the preparation for occupations related to the designing, developing, supporting and managing hardware, software, multimedia and systems integration services. The candidate's authorization is limited to the area of the candidate's State-approved occupational experience or degree
12. Law, public safety and security: Endorsements in this career cluster authorize the holder to teach students in the preparation for occupations related to the planning, management and provision of legal, public safety, protective services and homeland security, including professional and technical support services. The candidate's authorization is limited to the area of the candidate's State-approved occupational experience or degree.



13. Manufacturing: Endorsements in this career cluster authorize the holder to teach students in the preparation for occupations related to the planning, management and performance of materials processing into intermediate or final products and related professional and technical support activities such as production planning and control, maintenance and manufacturing/process engineering. The candidate's authorization is limited to the area of the candidate's State-approved occupational experience or degree.
14. Marketing, sales and service: Endorsements in this career cluster authorize the holder to teach students in the preparation for occupations related to the planning, management and performance of marketing activities to reach organizational objectives. The candidate's authorization is limited to the area of the candidate's State-approved occupational experience or degree.
15. Science, technology, engineering and mathematics: Endorsements in this career cluster authorize the holder to teach students in the preparation for occupations related to the planning, management and provision of scientific research and professional and technical services including laboratory and testing services, and research and development services. The candidate's authorization is limited to the area of the candidate's State-approved occupational experience or degree.

16. Transportation, distribution and logistics: Endorsements in this career cluster authorize the holder to teach students in the preparation for occupations related to the planning, management and movement of people, materials and goods by road, pipeline, air, rail and water and related professional and technical support services such as transportation infrastructure planning and management, logistics services, mobile equipment and facility maintenance. The candidate's authorization is limited to the area of the candidate's State-approved occupational experience or degree.

## **SUBCHAPTER 10. STANDARDS FOR NEW JERSEY EDUCATOR PREPARATION PROGRAMS IN HIGHER EDUCATION**

### **6A:9-10.1 Requirements and standards for the approval of professional education programs preparing educational personnel**

- (a) The [State Board] **Department** shall approve teacher and school leader preparation programs in New Jersey institutions of higher education based on the following criteria **approved by the State Board**:

1. Compliance with State professional standards for teachers and school leaders as established in N.J.A.C. 6A:9-3.3 and 3.4; and

2. Accreditation by a national accrediting body recognized by the Council on Higher Education Accreditation and approved by the Commissioner.
- (b) Higher education institutions who prepare educators shall ensure that their professional education programs meet the following requirements:
1. Assess teaching candidates based on the New Jersey Professional Standards for Teachers and assess administrator candidates based on the New Jersey Professional Standards for School Leaders;
  2. Provide outcome-based data, including:
    - i. Performance of graduates;
    - ii. Numbers of educator candidates prepared in critical shortage areas and from diverse backgrounds; and
    - iii. Placement and retention rates;
  3. Use the standards of national specialty organizations in developing programs in each content/specialty area. If national standards are not available, state standards shall be used in developing programs;

4. Provide opportunities to learn the knowledge, skills and dispositions included in the State Professional Standards for Teachers and School Leaders, including clear links between the standards and a coherent set of high-quality experiences; structured opportunities to work with diverse learners; diagnoses of candidate needs and progress tied to individualized developmental experiences; and approaches that are standards-driven;
5. Ensure program quality, including:
  - i. Coherence and consistency of delivery over time;
  - ii. Means for continuous program evaluation and quality improvement;
  - iii. Means for continuous assessment of progress of candidates;
  - iv. Close collaboration with clinical settings; and
  - v. Faculty who demonstrate high standards of teaching, reflect on practice and maintain ongoing links to practice settings;
6. Provide needed resources, including:
  - i. Evidence of institutional commitment to high quality teaching;
  - ii. Field experiences and internships;
  - iii. High quality personnel;

- iv. Adequate funding for personnel training, planning and evaluation; and
  - v. Collaboration with schools, follow-up support of graduates and technology; and investments to support candidate access and diversity; and
7. Obtain accreditation through the National Council for the Accreditation of Teacher Education, the Teacher Education Accreditation Council or any other national professional education accreditation body recognized by the Council on Higher Education Accreditation and approved by the Commissioner.
- i. No later than May 1, 2004, institutions of higher education preparing professional educators shall declare to the Department which national accreditation the college or university will be seeking;
  - ii. No later than September 1, 2004, institutions of higher education preparing professional educators shall provide proof to the Department that they have obtained membership in the national accreditation organization.
  - iii. No later than January 15, 2006, institutions of higher education preparing professional educators shall provide the Department with evidence of progress in the national accreditation process;

- iv. No later than January 2, 2009, institutions of higher education preparing professional educators shall have acquired national accreditation;
- v. Following the accreditation visitation, but no later than July 1, 2009, institutions of higher education preparing professional educators shall provide proof of their national accreditation recognition status to the Department;
- vi. Institutions of higher education preparing professional educators that fail to obtain national accreditation shall forfeit State approval to offer professional educator preparation programs leading to certification; and
- vii. The State shall withdraw approval for any institution of higher education preparing professional educators that fails to meet the conditions in (b)7v and vi above.

(c) Formal admission to teacher preparation programs shall be reviewed by colleges and universities at the beginning of the junior year and shall be granted only to those students who have:

- 1. Maintained a cumulative GPA of at least 2.50 when a grade point of 4.00 equals an A grade for the first two years of college. Institutions may require higher minimum GPAs for entry into teacher preparation programs;

2. Achieved acceptable levels of proficiency in the use of the English language, both oral and written, and mathematics. Students with deficiencies in these areas upon admission to college shall be required to demonstrate proficiency through an oral or written assessment by the beginning of the junior year; and
  3. Demonstrated aptitude for the profession of teaching through successful completion of an appropriate practical experience in an elementary or secondary school.
- (d) The college or university faculty shall evaluate each student at the end of the semester prior to student teaching. The faculty evaluation shall be based on a comprehensive assessment of relevant indicators that include:
1. A cumulative GPA of at least 2.50 when a grade point of 4.00 equals an A grade; and
  2. Acceptable levels of teaching proficiency in junior field experience as indicated by the evaluation reports of college and school faculty. Such evaluations shall be communicated to the student and shall be included in the student's permanent file.

- (e) Colleges and universities shall assure that only students who have met the requirements in (d) above be assigned to student teaching.
- (f) Colleges and universities shall recommend for certification to the Department only those students who have completed the state approved certification program and have:
  - 1. For students who graduate prior to September 1, 2004, achieved an overall cumulative GPA of at least 2.50 when a grade point of 4.00 equals an A grade; for students graduating on or after September 1, 2004, achieved an overall cumulative GPA of at least 2.75 when a grade point of 4.00 equals an A grade; and
  - 2. Demonstrated continued competence, aptitude, motivation and potential for outstanding success in teaching as indicated by assessments of student teaching performance by college/university and school supervisors. Such assessments shall be communicated to the student and shall be a part of the student's file.
- (g) All requirements are to be applied equitably and in a non-discriminatory manner to all students, including transfer students. All admissions and retention processes are to be consistent with state and institutional affirmative action policies and goals.



- (h) Colleges and universities shall develop appropriate procedures for placing on probation and dismissing from the program students who fall below minimum requirements before graduation, and shall incorporate into these procedures methods for appeals by students.
- (i) Colleges and universities shall make recommendations for issuance of a CEAS for students completing an approved teacher preparation program.
- (j) Colleges and universities must inform the Department when a student has successfully completed the approved program and is being recommended to the Department for issuance of the CEAS by the Board of Examiners provided that the student has passed a state test pursuant to N.J.A.C. 6A:9-8.1(a)4. Colleges and universities have up to one year from the date of completion of the approved program to recommend a student to the Department for issuance of a certificate.
- (k) Colleges and universities shall align their programs with the Professional Standards for Teachers no later than September 1, 2005.
- (l) With the exception of special education approved programs, colleges and universities shall inform the Department of those students that have matriculated in programs approved prior to January 20, 2004. This includes

those students that matriculated as juniors in fall 2004 and spring 2005. Those candidates must complete all requirements at N.J.A.C. 6:11-7 by September 1, 2007. Candidates that do not complete all of the requirements at N.J.A.C. 6:11-7 by September 1, 2007 shall fulfill the requirements at N.J.A.C. 6A:9-10.

- (m) Colleges and universities shall inform the Department of those students that have matriculated in special education programs approved prior to January 20, 2004. This includes those students that matriculated as freshman in fall 2003. Those candidates that do not complete all of the requirements at N.J.A.C. 6:11-7 by September 1, 2008 shall fulfill the requirements at N.J.A.C. 6A:9-10. These teachers shall be considered novice teachers and shall be required to complete a year of formal mentoring.
- (n) Requirements in (c) through (f) above shall be considered minimum requirements. Colleges and universities have the authority to require higher GPAs and higher levels of proficiency for program admission, student teaching and recommendation for certification.

## **SUBCHAPTER 11. EXCEPTIONS TO REQUIREMENTS FOR THE INSTRUCTIONAL CERTIFICATE**

### **6A:9-11.1 Preschool through grade 3 certification requirements**

- (a) To be eligible for the preschool through grade 3 CE, the candidate shall:
1. Hold a bachelor's or higher degree from a regionally accredited college or university;
  2. For students graduating before September 1, 2004, achieve a cumulative GPA of at least 2.50 when a GPA of 4.00 equals an A grade in a baccalaureate degree program, higher degree program or in a State-approved post-baccalaureate certification program with a minimum of 13 semester-hour credits; for students graduating on or after September 1, 2004, achieve a cumulative GPA of at least 2.75 when a GPA of 4.00 equals an A grade in a baccalaureate degree program, higher degree program or in a State-approved post-baccalaureate certification program with a minimum of 13 semester-hour credits;
  3. Complete a liberal arts, science, dual content or interdisciplinary academic major or a minimum of 60 semester hour credits in liberal arts and/or science;

4. Pass an appropriate state test; and
  5. Pass an examination in physiology, hygiene and substance abuse issues pursuant to N.J.A.C. 6A:9-5.9.
- (b) To be eligible for the preschool through grade 3 CEAS, a candidate must meet the requirements in (a) above and complete one of the following teacher preparation programs:
1. A New Jersey college program, graduate or undergraduate, approved by the Department for the preparation of early childhood education teachers;
  2. A college early childhood education program included in the NASDTEC interstate contract;
  3. An out-of-State early childhood education program approved by NCATE;
  4. An early childhood education program approved for certification by the state department of education in one of the states party to the NASDTEC Interstate Contract, provided the program was completed on or after

January 1, 1964 and the state in which the program is located would issue the candidate a comparable endorsement; or

5. An out-of-State early childhood education program not approved by NASDTEC or NCATE but approved by the state department of education in which the program is located.

(c) For issuance of a provisional certificate, a candidate must:

1. Hold a preschool through grade 3 CE or CEAS; and
2. Obtain and accept an offer of employment in a position that requires preschool through grade 3 certification.

(d) No person shall be employed under provisional certification for more than a total of four years in a position requiring certification as a teacher of preschool through grade three.

~~[(d)]~~(e) While teaching under a provisional preschool through grade 3 endorsement, the candidate shall participate in a State-approved district training program. The State-approved district training program shall comply with the requirements in N.J.A.C. 6A:9-8.3 except for N.J.A.C. 6A:9-8.3(b)4 and (c).

~~[(e)]~~(f) All candidates seeking a preschool through grade 3 endorsement shall earn a minimum of 200 hours or 13 semester-hour credits of [formal instruction] preschool through grade three pedagogy in the following topics:

1. Child development and learning, including studies designed to foster understanding of the dynamic continuum of development and learning in children from birth through age eight. Required topics are cognitive and linguistic factors that affect learning and development; the creation of a climate that fosters and nurtures diversity and equity for all children, including those who are limited English proficient and those with special needs and which addresses multiple intelligences and diverse learning styles; the integration of play; and language and literacy across the curriculum;
2. Understanding family and community, including studies designed to foster an understanding of the significant roles of families and communities. Required topics are the recognition of children at risk; the establishment of linkages with community resources to support families; the recognition and acceptance of diverse family units, including family participation on the educational team; the impact of children's homes, communities, health and cultural experiences on development and learning; and comprehension of social, historical, political, legal and

philosophical constructs that impact upon children, families and communities; and

3. Curriculum and assessment, including studies designed to foster an understanding of the importance of implementing developmentally appropriate principles and practices. Required topics include the CCCS and early childhood expectations; responsiveness to cultural and linguistic differences with an equitable and individualized focus; activities designed to foster intellectual stimulation through play; implementation of developmentally appropriate techniques of guidance and group management to create a safe classroom environment; and assessment that is multidimensional, ongoing and performance based.

[(f)](g) The following are requirements for the standard certificate:

1. Candidates shall possess a provisional certificate pursuant to (c) above and complete a State-approved training program pursuant to (d) above;  
or
2. Candidates shall complete a State-approved college early childhood teacher preparation program in another state, fulfill the test requirement, and present evidence of a minimum of one year of successful

[preschool] early childhood teaching experience under a valid out-of-State [preschool] early childhood education certificate/license.

[(g)](h)A teacher holding a standard elementary school endorsement with the equivalent of two academic years of full-time experience teaching three and four-year-olds under the certificate may teach children in preschool in a public school or Department of Human Services facility. The teaching experience must be in a position that would require the Preschool through Grade 3 endorsement. It shall be the responsibility of the public school district and Department of Human Services facility to maintain a copy of documentation that supports the preschool teaching experience for each teacher affected by this subsection.

(i) A teacher holding a standard New Jersey nursery school endorsment authorizes the holder to teach in preschool and kindergarten in all public school districts pursuant to N.J.A.C. 6A:9-9.2(b)4.

[(h)](j) Except as indicated in N.J.A.C. 6A:9-11.2 and 11.7, holders of other standard instructional teaching certificates may obtain a teacher of preschool through grade 3 endorsement upon completion of the academic and test requirements listed in (a) above and a minimum of 13 semester-hour credits in areas listed in (e) above.



~~[(i)]~~(k) Holders of a standard instructional certificate with a preschool through grade 3 endorsement shall be issued additional instructional endorsements where they meet the requirements [for provisional certification and complete requirements in N.J.A.C. 6A:9-8.2 and 8.3 except for N.J.A.C. 6A:9- 8.3(b)1] at N.J.A.C. 6A:9-8.1(a)1, 3 and 4 and 8.3(b)4.

~~[(j)]~~(l) A candidate who graduates on or after September 1, 2004 with a GPA that is below 2.75, but at least 2.50 when a GPA of 4.00 equals an A grade, and whose score in the appropriate State test of subject matter knowledge exceeds the passing score by 10 percent or more will meet the requirements of (a)2 and 4 above. This alternative requirement to (a)2 and 4 above should not be construed as a waiver to N.J.A.C. 6A:9-17.16.

~~[(k)]~~(m) A candidate who graduates [on or after September 1, 2004] with a GPA that is 3.50 or higher, when a GPA of 4.00 equals an A grade, but whose score in the appropriate State test of subject matter knowledge falls below the passing score by no more than five percent will meet the requirements of (a)2 and 4 above. This alternative requirement to (a)2 and 4 above should not be construed as a waiver to N.J.A.C. 6A:9-17.16.

(n) A candidate who has graduated from a regionally accredited college or university that does not award grades and does not calculate GPAs shall be exempt from the requirements in (a)2 above. Upon application, the candidate

shall provide the Office with an original registrar's letter from the college or university bearing the college or university seal and clarifying the institution's policy regarding GPAs. The candidate shall satisfy all other requirements for certification, without exception.

#### **6A:9-11.2 Vocational-technical education certification requirements**

- (a) Vocational-technical education may be offered in program areas represented by the career clusters recognized nationally and by the Department that currently are:

1. Agriculture, food and natural resources;
2. Architecture and construction;
3. Arts, audio/video technology and communications;
4. Business, management and administrative services;
5. Education and training;
6. Finance;

7. Government and public administration;
  8. Health science;
  9. Hospitality and tourism;
  10. Human services;
  11. Information technology;
  12. Law, public safety and security;
  13. Manufacturing;
  14. Marketing, sales and service;
  15. Science, technology, engineering and mathematics; and
  16. Transportation.
- (b) As new technologies and occupations develop, school districts may submit requests for an endorsement under the appropriate career cluster.

- (c) Candidates for vocational-technical instructional endorsements must complete the requirements in this subsection.

1. To be eligible for the CE, the candidate shall:

- i. For experienced-based endorsements, possess a professional license or a recognized industry certificate in the field, or a college degree in the field, or a journeyperson certificate in the field; or a Military Discharge certificate (DD-214) indicating military qualifications and occupational training received in order to determine the extent of credit to be applied toward certification in the occupational area or a minimum of four years of industry experience directly related to the instructional program. The work experience must be acquired within 10 years of the certification application. The employing district shall approve the work experience pursuant to criteria and procedures established by the Department. Candidates who have not yet been offered employment can have occupational experience evaluated through one of the Department-approved work evaluation centers in accord with (f) below. Each approval shall be filed with the Office and the county office of education. Candidates shall pass an examination in physiology, hygiene and substance abuse issues pursuant to N.J.A.C. 6A:9-

5.9. Candidates who do not hold a bachelor's degree shall pass a State-adopted test of basic reading, writing and mathematics skills; or

- ii. For degree-based endorsements, possess a bachelor's or higher degree from a regionally accredited college or university with a coherent sequence of courses in the occupational field, meet the required GPA pursuant to N.J.A.C. 6A:9-8.1, pass the required State test, and pass an examination in physiology, hygiene and substance abuse issues pursuant to N.J.A.C. 6A:9-5.9. The Office staff will determine whether the applicant satisfies the eligibility criteria.

2. To be eligible for the CEAS, the candidate shall:

- i. Meet the requirements in (c)1i or ii above; and
- ii. Complete a State-approved college teacher preparation program that culminates in student teaching.

3. To be eligible for the provisional certificate, the candidate shall:

- i. Hold a CE or CEAS in the endorsement area required for the teaching assignment, and

- ii. Obtain and accept an offer of employment in a position that requires the relevant vocational endorsement.
- 4. While teaching under the provisional certificate, the candidate shall participate in a State-approved district training program. The State - approved district training program shall comply with the requirements of N.J.A.C. 6A:9-8.3.
- 5. To be eligible for the standard certificate, the candidate shall:
  - i. Possess a provisional certificate pursuant to N.J.A.C. 6A:9-8.2 and complete a State-approved training program pursuant to N.J.A.C. 6A:9-8.3 and 8.4; or
  - ii. Complete a state-approved college teacher preparation program in another state, satisfy the relevant New Jersey test requirement and have a minimum of one year of successful teaching experience under a valid out-of-State certificate/license.
- (d) Holders of standard instructional certificates with other endorsements, except as indicated in N.J.A.C. 6A:9-11.1 and 11.7, may obtain a vocational-technical endorsement upon completion of the experience requirement or the academic major and test requirement.

- (e) Holders of vocational-technical instructional endorsements issued prior to January 20, 2004 remain valid. These teachers are authorized to teach in the occupations for which they hold endorsements. A crosswalk of these former certificates that identifies under which of the new career clusters the teacher's certificate falls is available from the Office.
- (f) The Department shall approve regional centers to evaluate occupational experience for candidates who have not been offered employment by a district.
- (g) A candidate who graduates on or after September 1, 2004 with a GPA that is below 2.75, but at least 2.50 when a GPA of 4.00 equals an A grade, and whose score in the appropriate State test of subject matter knowledge exceeds the passing score by 10 percent or more will meet the requirements of (c)1ii above. This alternative requirement to (c)1ii above should not be construed as a waiver to N.J.A.C. 6A:9-17.16.
- (h) A candidate who graduates [on or after September 1, 2004] with a GPA that is 3.50 or higher, when a GPA of 4.00 equals an A grade, but whose score in the appropriate State test of subject matter knowledge falls below the passing score by no more than five percent will meet the requirements of (c)1ii above. This alternative requirement to (c)1ii above should not be construed as a waiver to N.J.A.C. 6A:9-17.16.

- (i) A candidate who has graduated from a regionally accredited college or university that does not award grades and does not calculate GPAs shall be exempt from the requirements in (a)2 above. Upon application, the candidate shall provide the Office with an original registrar's letter from the college or university bearing the college or university seal and clarifying the institution's policy regarding GPAs. The candidate shall satisfy all other requirements for certification, without exception.

### **6A:9-11.3 Special education**

- (a) The following are special education endorsements and authorizations:
1. Teacher of students with disabilities: This endorsement authorizes teaching students with disabilities.
  2. Teacher of the blind or visually impaired: This endorsement authorizes teaching blind or visually impaired students.
  3. Teacher of the deaf or hard of hearing for oral/aural communication: This endorsement authorizes teaching deaf or hard of hearing students using oral/aural communication strategies.



4. Teacher of the deaf or hard of hearing for sign language communication:  
This endorsement authorizes teaching deaf or hard of hearing students using sign language communication strategies.
  5. Holders of special education endorsements as set forth in (a)1 through 4 above also may provide consultative services and supportive resource programs, including supplemental instruction, modification and adaptation of curriculum and instruction to students with disabilities in general education programs in grades preschool through 12.
- (b) To be eligible for a CE in special education, the candidate shall:
1. Possess or be eligible for a standard or provisional New Jersey instructional certificate with an endorsement appropriate to the subject or grade level to be taught [as defined in the student's IEP];
  2. Complete six semester-hour credits in special education chosen from the topics listed in (e)2, (f)2, (g)2 or (h)2 below as appropriate to the endorsement sought. The candidate shall complete the required study at a regionally accredited four year college or university approved for teacher education pursuant to N.J.A.C. 6A:9-5.12 or through a Department-approved provider; and

3. For the deaf or hard of hearing for sign language communication endorsement, achieve an intermediate or higher score on the Sign Communication Proficiency Interview (SCPI).
- (c) To be eligible for the CEAS in special education, the candidate who has met the requirements in (b)1 above shall complete one of the programs of teacher preparation set forth in (c)1 through 5 below. In addition to the CEAS in special education, candidates for the deaf or hard of hearing with sign language communication endorsement must achieve an intermediate or higher score on the SCPI.
1. A New Jersey program, graduate or undergraduate, approved by the Department for the preparation of special education teachers as identified in N.J.A.C. 6A:9-10;
  2. A special education college preparation program included in the interstate certification reciprocity system of NASDTEC;
  3. An out-of-State special education teacher education program approved by NCATE;
  4. A special education teacher education program approved for certification by the state department of education in one of the states

party to the NASDTEC Interstate Contract, provided the program was completed on or after January 1, 1964 and the state in which the program is located would issue the candidate a comparable certificate; or

5. An out-of-State special education teacher preparation program approved by the state department of education in which the program is located.
- (d) For issuance of a provisional certificate a candidate must:
1. Hold a CE or CEAS in the special education endorsement area and the instructional endorsement required for the teaching assignment; and
  2. Obtain and accept an offer of employment in a position that requires special education certification.
- (e) Except as provided in (f), (g) and (h) below, while teaching under a provisional certificate with a Students with Disabilities endorsement, the candidate shall complete:
1. An approved district training program pursuant to N.J.A.C. 6A:9-8.3 and 8.4; and

2. A Department approved program at a college or university that includes a range of 21 to 27 credit hours of formal instruction in the following topics:
  - i. Philosophical, historical and legal foundations of special education;
  - ii. Characteristics of students with disabilities;
  - iii. Standardized and functional assessment;
  - iv. Strategies for the development of literacy;
  - v. Curriculum planning, learning environments, modifications and materials for students with disabilities;
  - vi. Inclusive education practices, positive behavioral supports, communication and collaborative partnerships;
  - vii. Assistive technology; and
  - viii. Transition planning, program development and agencies available for students with disabilities.
- (f) While teaching under a provisional certificate with a Blind or Visually Impaired endorsement, the candidate shall complete:
  1. An approved district training program pursuant to N.J.A.C. 6A:9-8.3 and 8.4; and

2. A Department approved program at a college or university that includes a range of 21 to 27 credit hours of formal instruction in the following topics:
  - i. Philosophical, historical and legal issues in the education of students who are blind/visually impaired;
  - ii. Anatomy, physiology and characteristics of students who are blind/visually impaired;
  - iii. Standardized and functional assessment of students who are blind/visually impaired;
  - iv. Strategies and materials for developing literacy and numeracy skills in students who are blind or visually impaired including Braille and Nemeth codes;
  - v. Curriculum planning, learning environments, modifications and materials for students who are blind/visually impaired;
  - vi. Inclusive education practices, positive behavioral supports, communication and collaborative partnerships;
  - vii. Assistive technology and augmentative communication systems for students who are blind or visually impaired;
  - viii. Orientation and mobility concepts and techniques; and
  - ix. Transition planning, program services and agencies available for students who are blind/visually impaired.

(g) While teaching under a provisional certificate with a Deaf or Hard of Hearing with oral/aural communication endorsement, the candidate shall complete:

1. An approved district training program pursuant to N.J.A.C. 6A:9-8.3 and 8.4; and
2. A Department approved program at a college or university that includes a range of 21 to 27 credit hours of formal instruction in the following topics:
  - i. Philosophical, historical and legal issues in the education of students who are deaf/hard of hearing;
  - ii. Characteristics of students who are deaf/hard of hearing;
  - iii. Standardized and functional assessment of students who are deaf/hard of hearing;
  - iv. Strategies for the development of language and literacy of students who are deaf/hard of hearing;
  - v. Curriculum planning, learning environments, modifications and materials for students who are deaf/hard of hearing;
  - vi. Inclusive education practices, positive behavioral supports, communication and collaborative partnerships;
  - vii. Speech, applied audiology, assistive listening devices and assistive technology;

- viii. American Sign Language, deaf culture and communication philosophies; and
  - ix. Transition planning, program services and agencies available for students who are deaf/hard of hearing.
- (h) While teaching under a provisional certificate with a Deaf or Hard of Hearing with sign language communication endorsement, the candidate shall complete:
- 1. An approved district training program pursuant to 6A:9-8.3 and 8.4; and
  - 2. A Department approved program at a college or university that includes a range of 21 to 27 credit hours of formal instruction in the following topics:
    - i. Philosophical, historical and legal issues in the education of students who are deaf/hard of hearing;
    - ii. Characteristics of students who are deaf/hard of hearing;
    - iii. Standardized and functional assessment of students who are deaf/hard of hearing;
    - iv. Strategies for the development of language and literacy of students who are deaf/hard of hearing;
    - v. Curriculum planning, learning environments, modifications, and materials for students who are deaf/hard of hearing;

- vi. Inclusive education practices, positive behavioral supports, communication and collaborative partnerships;
  - vii. Speech, applied audiology, assistive listening devices, and assistive technology;
  - viii. American Sign Language, deaf culture and communication philosophies; and
  - ix. Transition planning, program services and agencies available for students who are deaf/hard of hearing.
- (i) Holders of a CEAS in special education pursuant to (c) above are not required to complete (e)2, (f)2, (g)2 or (h)2 above.
- (j) Holders of a CEAS in Students with Disabilities are not required to complete (e)2 above. Holders of a CEAS in Blind or Partially Sighted are not required to complete (f)2 or above. Holders of a CEAS in Deaf or Hard of Hearing with oral/aural communication are not required to complete (g) 2 above. Holders of a CEAS in Deaf or Hard of Hearing with sign language communication are not required to complete (h)2 above.
- (k) No person shall be employed under provisional certification for more than [five] four years in a position requiring certification as a special education teacher.



- (l) The special education pedagogy shall be completed at a regionally accredited four year college or university.
- (m) To be eligible for the standard certificate with an endorsement in special education, the candidate shall:
  - 1. Possess a provisional certificate pursuant to (d) above, complete a state-approved training program pursuant to (e), (f), (g) or (h) above while employed provisionally in a position requiring the relevant special education endorsement and hold a standard New Jersey instructional certificate; or
  - 2. Complete a state approved college special education preparation program in another state, complete the New Jersey test requirement, have a minimum of one year of successful teaching experience under a valid out-of-State certificate/license, and hold a New Jersey instructional endorsement.
- (n) With the exception of military science[, preschool through grade 3,] and experience-based vocational endorsements, candidates who hold a standard New Jersey instructional certificate shall be issued the appropriate standard special education endorsement upon completion of a Department-approved college special education program. Holders of the military science[, preschool

through grade 3] and experience-based vocational endorsements shall complete all the requirements in (b) above and a Department-approved special education program to be eligible for a standard special education endorsement. Holders of the standard preschool through grade 3 endorsements shall be issued the appropriate standard special education endorsement upon completion of a Department-approved college special education program.

- (o) Holders of standard certificates with special education endorsements shall be issued additional instructional certificates when they meet the requirements for a CE pursuant to N.J.A.C. 6A:9-8.1(a).
- (p) Those individuals currently teaching in the field of special education under emergency certification may continue to do so for two years from January 20, 2004.
- (q) Candidates in possession of a written evaluation completed by the Office prior to January 20, 2004 will have two years from January 20, 2004 to complete the requirements set forth in the written evaluation.
- (r) A candidate who matriculated and enrolled in classes in a special education teacher preparation program that meets the requirements set forth in N.J.A.C. 6:11, as effective prior to January 20, 2004, no later than spring semester 2005 and completes the program by September 1, 2008 shall be issued the Teacher of

the Handicapped endorsement. The candidate shall apply to the Office no later than March 1, 2009. A candidate who meets the requirements in this section but applies to the Office after March 1, 2009 shall be required to meet the requirements of (b) above. If this candidate has not completed a minimum of one year of full-time teaching under a valid out-of-State certificate, the candidate shall be considered a novice teacher and shall be required to complete a year of mentored teaching.

#### **6A:9-11.4 Bilingual/bicultural education**

- (a) To be eligible for the bilingual/bicultural CE, the candidate shall:
  - 1. Possess [or be eligible for] a CE, CEAS or standard [or provisional] New Jersey instructional certificate with an appropriate endorsement to the subject or grade level to be taught; and
  - 2. Pass an oral and written proficiency test in both English and the target language.
- (b) To be eligible for the bilingual/bicultural CEAS, the candidate shall complete the requirements in (a) above and a Department-approved college program for the preparation of teachers of bilingual/bicultural education.

- (c) To be eligible for a provisional certificate, a candidate shall:
1. Possess a CE or a CEAS in bilingual/bicultural education and an instructional certificate with an endorsement appropriate to the subject or grade level to be taught; and
  2. Obtain an offer of employment in a position that requires certification as teacher of bilingual/bicultural education.
- (d) No person shall be employed under provisional certification for more than [five] four years in a position requiring certification as a teacher of bilingual/bicultural education.
- (e) While teaching under provisional certification, a candidate with a bilingual/bicultural education CE shall complete:
1. A state-approved district training program pursuant to N.J.A.C. 6A:9-8.3 and 8.4, and
  2. A Department approved college program that includes 12 credit hours of formal instruction in the following topics:
    - i. Linguistics;

- ii. Language acquisition;
  - iii. Developing literacy skills for the second language learner;
  - iv. Methods of teaching content in bilingual education; and
  - v. Theory and practice of teaching bilingual education.
- (f) While teaching under provisional certification, a candidate with a bilingual/bicultural education CEAS shall complete a State-approved district training program.
- (g) While teaching under provisional certification, a candidate with a CEAS in the subject or grade level to be taught bilingually shall complete (e)1 and 2 above.
- (h) To be eligible for a standard certificate, a candidate shall:
- 1. Hold a standard New Jersey instructional certificate with an endorsement appropriate to the subject or grade level to be taught, hold a provisional certificate pursuant to (c) above and complete the requirements in (e) above while employed provisionally in a position requiring the bilingual endorsement; or
  - 2. Complete a state-approved college bilingual/bicultural education preparation program in another state, hold a standard New Jersey instructional certificate with an endorsement appropriate to the subject

or grade level to be taught bilingually, complete the oral and written language proficiency test in both English and the target language, and have a minimum of one year of successful teaching experience under a valid out-of-State certificate/license.

- (i) With the exception of the military science[, preschool through grade 3] and experience-based vocational endorsements, candidates who hold a standard New Jersey instructional certificate with an endorsement appropriate to subject or grade level to be taught bilingually shall be issued the standard bilingual/bicultural education endorsement upon completion of the oral and written language proficiency test in English and the target language and a state approved bilingual education program. Holders of the military science[, preschool through grade 3] and experience-based vocational endorsements must complete all requirements in (b) above and a Department-approved college bilingual/bicultural program to be eligible for standard bilingual/bicultural education certification.
- (j) Those individuals currently teaching under emergency bilingual/bicultural education certification may continue to teach until January 20, 2006.
- (k) Candidates in possession of a written evaluation completed by the Office prior to January 20, 2004 will have until January 20, 2006 to complete the requirements set forth in the written evaluation.

#### **6A:9-11.5 English as a second language**

- (a) To be eligible for the English as a second language (ESL) CE, the candidate shall:
1. Hold a bachelor's or higher degree from a regionally accredited college or university;
  2. For those applicants graduating before September 1, 2004, hold a cumulative GPA of at least 2.50 when a GPA of 4.00 equals an A grade in a baccalaureate degree program, higher degree program or in a State-approved post-baccalaureate certification program with a minimum of 13 semester hour credits; for those applicants who graduate on or after September 1, 2004, achieve a cumulative GPA of at least 2.75 when a GPA of 4.00 equals an A grade in a baccalaureate degree program, higher degree program or in a State-approved post-baccalaureate certification program with a minimum of 13 semester-hour credits;
  3. Pass an oral and written English language proficiency test; and
  4. Pass an examination in physiology, hygiene and substance abuse issues pursuant to N.J.A.C. 6A:9-5.9.

- (b) To be eligible for the ESL CEAS, the candidate shall complete the requirements in (a) above and a Department-approved college program for the preparation of ESL teachers.
- (c) To be eligible for a provisional certificate, the candidate shall:
  - 1 Possess an ESL CE or CEAS; and
  - 2. Obtain an offer of employment in a position that requires ESL certification.
- (d) No person shall be employed under a provisional certificate for more than [five] four years in a position requiring ESL certification.
- (e) While teaching under provisional certification, the candidate shall complete:
  - 1. A State-approved training program pursuant to N.J.A.C. 6A:9-8.3 and 8.4;  
and
  - 2. A Department-approved college program that includes a range of 15 to 21 credit hours of formal instruction in the following topics:



- i. The historical and cultural backgrounds of limited English proficient students;
- ii. Linguistics;
- iii. Language acquisition;
- iv. The structure of American English;
- v. Developing literacy skills for the second language learner;
- vi. Methods of teaching ESL including teaching English through content; and
- vii. Theory and practice of teaching ESL.

(f) To be eligible for a standard certificate with an ESL endorsement, the candidate shall:

1. Hold a provisional certificate pursuant to (c) above and complete requirements in (e) above while employed provisionally in a position requiring the ESL endorsement; or
2. Complete a state-approved college ESL preparation program in another state, complete the oral and written language proficiency test in English, and have a minimum of one year of successful teaching experience under a valid out-of-State certificate/license.

- (g) With the exception of the military science, preschool through grade 3 and experience-based vocational endorsements, candidates who hold a standard New Jersey instructional certificate shall be issued the standard ESL endorsement upon successful completion of the oral and written language proficiency test in English and a Department-approved college ESL program.

**A candidate who holds a standard New Jersey preschool through grade 3 or experience-based vocational endorsement shall be eligible for the ESL endorsement if the candidate meets the requirements of N.J.A.C. 6A:9-8.1(a)1 and 8.3(b)4 upon successful completion of the oral and written language proficiency test in English and a Department-approved college ESL program. This provision does not apply to holders of the Teacher of Military Science endorsement.**

- (h) Those individuals currently teaching under emergency English as a Second Language certification may continue to teach until January 20, 2006.
- (i) Candidates in possession of a written evaluation completed by the Office prior to January 20, 2004 will have until January 20, 2006 to complete the requirements set forth in the written evaluation.

#### **6A:9-11.10 World languages**

- (a) In addition to the requirements in N.J.A.C. 6A:9-8.1, to be eligible for the CE, CEAS or standard certificate with a world language endorsement, the candidate shall:
1. Possess linguistic competency in the designated world language as demonstrated on a Department-approved, nationally recognized test of oral language proficiency for spoken language, reading/writing proficiency for classical languages or receptive/expressive proficiency for American Sign Language; and
  2. Complete a minimum of three semester-hour credits in second language acquisition theory and related methodologies offered by a regionally accredited four-year college or university within 12 months of initial assignment. No CEAS or standard world languages certificate shall be issued until this requirement is completed.
- (b) Elementary school teachers who complete the requirements in (a) above shall be authorized to teach world languages in the elementary grades. **Preschool through grade three teachers who complete the requirements in (a) above shall be authorized to teach world languages in grades preschool through grade three. Nursery school teachers who complete the requirements in (a)**

**above shall be authorized to teach world languages in grades preschool and kindergarten.**

(c) A candidate who matriculated and enrolled in classes in a world language teacher preparation program no later than spring semester 2005 that meets the requirements outlined in N.J.A.C. 6A:9-8.1(b) and completes the program by September 1, 2007 shall not be required to complete the linguistic competency requirement outlined in (a)1 above.

1. The candidate shall apply to the Office no later than March 1, 2008.
2. A candidate who meets the requirements in this section but applies to the Office after March 1, 2008 shall be required to complete the linguistic competency requirement.

#### **6A:9-11.13 Technology education**

(a) The technology education endorsement established in N.J.A.C. 6A:9-9.2(a)8 is required to teach technology education in all public schools. Technology education includes [design fundamentals, energy systems, manufacturing and construction technology, technical graphics, and communications technology] content aligned with the CCCS and the Standards for Technology Literacy published by the International Technology Education Association. The requirements are established in N.J.A.C. 6A:9-8.1.

- (b) Holders of New Jersey industrial arts endorsements or their equivalent [issued after 1985 that completed technology education programs as verified by the college/university where the program was completed shall be deemed eligible to be issued the technology education endorsement] who are employed in a school district prior to April 23, 2004 teaching technology education as defined in (a) above shall be issued the technology education endorsement upon application to the Office.
- (c) Holders of New Jersey industrial arts endorsements or their equivalent who do not meet the requirements in (b) above shall be eligible for the technology education endorsement upon completion of the State test requirement and submission of an application to the Office], with the exception of (d) below, that have not completed technology education programs shall be eligible to be issued the technology education endorsement upon completing the test requirement and one of the following:
1. A Department-approved program in technology education;
  2. Six graduate level credits in technology education; or
  3. Fifty hours of professional development in technology education from State-approved providers.

- (d) Holders of New Jersey industrial arts endorsements who have three years of experience teaching technology education, as defined in the technological literacy standard, shall be eligible to be issued the technology education endorsement upon application. The teaching experience must be within three years of application for the endorsement and certified by the employing district chief school administrator].

## **SUBCHAPTER 12. REQUIREMENTS FOR ADMINISTRATIVE CERTIFICATION**

### **6A:9-12.4 School administrator**

- (a) To be eligible for the school administrator CE, the candidate shall:
1. Complete one of the following:
    - i. Hold a master's or higher degree from a regionally accredited college or university in educational leadership, or in one of the recognized fields of leadership or management such as public administration or business administration, or in curriculum and instruction;
    - ii. Hold a master's degree from a regionally accredited college or university and complete a post-master's program resulting in a

certificate of advanced study in educational administration and supervision;

- iii. Hold a master's degree from a regionally accredited college or university and complete a post-master's program in a coherent sequence of 30 semester hour credits. The study must be completed at one institution in fields outlined in (a)1i above; or
- iv. Hold a master's degree from a regionally accredited college or university and complete a New Jersey State-approved certification program in educational leadership offered by providers approved by the Department pursuant to N.J.A.C. 6A:9-12.5[(i)2](j)2;

- 2. Complete graduate study, either within the master's program or in addition to it, in each of the following topics:

- i. Leadership and human resource management;
- ii. Communications;
- iii. Data-based research strategies for decision-making;
- iv. Finance; and
- v. Law; and

- 3. Pass a State-approved examination of knowledge that is acquired through study of the topics listed in (a)2 above, aligned with the

Professional Standards for School Leaders and that is most directly related to the functions of superintendents as defined in N.J.A.C. 6A:9-12.3(a).

(b) To be eligible for a provisional school administrator's endorsement, the candidate shall:

1. Hold a school administrator CE; and
2. Obtain and accept an offer of employment in a position requiring the school administrator certificate in a public school district that has agreed formally to sponsor the residency.

(c) To be eligible for the standard administrative certificate with a school administrator endorsement, the candidate shall:

1. Possess a provisional certificate pursuant to (a) and (b) above; and
2. Complete a one to two-year State-approved residency program while employed under provisional certification in a public school district. The residency program shall:



- i. Take place in a functioning public school district environment, and will require the candidate to develop a thorough understanding of New Jersey Standards: the Core Curriculum Content Standards; the Professional Standards for Teachers as defined in N.J.A.C. 6A:9-3.3; and the Professional Standards for School Leaders as defined in N.J.A.C. 6A:9-3.4. Candidates shall demonstrate that understanding by promoting excellence in teaching and learning and providing educational leadership to the district;
- ii. Be conducted in accordance with a standard agreement issued by the Department and entered into by the Department, the employing school district, the candidate and the residency mentor. No residency program may be undertaken without a valid agreement;
- iii. Be administered by a State-appointed mentor, an experienced administrator who has completed a State-approved orientation, and who shall supervise and verify completion of all required experiences and training by the candidate. The mentor and the local board shall, at the start of the residency, submit to the Department a written recommendation on State-developed forms concerning any areas of professional experience that should be waived and any additional teaching or other special experiences, if any, that the individual candidate should complete before

achieving standard certification. Department review and subsequent approval shall consider the candidate's past work experience and recommended standards-based performance goals during residency, and shall be specified in the standard written agreement; and

- iv. Provide professional experiences, training and instruction as defined in the Professional Standards for School Leaders and in the areas of district planning and policy formulation; board of education operations and relations; supervision of district wide programs of curriculum, instruction and student services; collegial management, participatory decision-making and professional governance; the roles, supervision and evaluation of central office staff and school principals; district financial, legal and business operations; management of district operations; school facilities; labor relations and collective bargaining; government and community relations; and school law.

- (d) Each candidate for the standard administrative certificate with a school administrator endorsement shall be evaluated formally by the mentor on at least three occasions for purposes of certification. The first two evaluations shall be conducted mainly for diagnostic purposes. The final evaluation shall be the basis for issuance of the candidate's standard certificate. All performance evaluations shall be aligned with the Professional Standards for School Leaders

as defined in N.J.A.C. 6A:9-3.4 and reported on State-developed forms. The mentor shall discuss each evaluation with the candidate, and the mentor and candidate shall sign each report as evidence of such discussion. Upon completion of each evaluation, the report shall be sent to the Department; the final evaluation shall be accompanied by the recommendation for certification pursuant to (g) below.

- (e) Each mentor shall form an advisory panel of practicing educators and shall convene this panel on at least three occasions for purposes of reviewing the resident's progress and soliciting advice concerning the certification of the candidate. The mentor may seek the informal input of the employing district board of education concerning the standard certification of the candidate.
- (f) The mentor shall meet with the resident superintendent at least once a month during the residency. The mentor shall be available on a regular basis to provide assistance or advice upon request of the resident superintendent. The Department may require resident superintendents to pay fees to cover the cost of the training and mentoring services that will qualify them for certification and employment.
- (g) Standard certification for school administrator endorsement candidates shall be approved or disapproved pursuant to the following procedures:

1. Before the end of the residency year, the mentor shall submit to the Department a comprehensive evaluation report on the candidate's performance pursuant to (d) above.
2. This final report shall include one of the following certification recommendations:
  - i. Approved: Recommends issuance of a standard certificate;
  - ii. Insufficient: Recommends that a standard certificate not be issued but that the candidate be allowed to continue the residency or seek admission to an additional residency for one additional year; or
  - iii. Disapproved: Recommends that a standard certificate not be issued and that the candidate be prevented from continuing or re-entering a residency.
3. Mentors act as agents of the Board of Examiners in formulating their certification recommendations. Those recommendations shall not be subject to review or approval by local boards of education.
4. Candidates who receive a recommendation of "approved" shall be issued a standard certificate.

5. The mentor shall provide the candidate with a copy of the candidate's written evaluation report and recommendation before submitting it to the Department.
  6. If the candidate disagrees with the mentor's recommendation, the candidate may appeal the recommendation pursuant to N.J.A.C. 6A:9-17.18.
- (h) Candidates who receive a recommendation of "disapproved" or two or more recommendations of "insufficient" may petition the Board of Examiners for approval of additional opportunities to seek provisional employment in districts other than those in which they received unfavorable recommendations. The candidate shall be responsible for demonstrating why he or she would be likely to succeed if granted the requested opportunity. Disapproval of any candidate's request by the Board of Examiners may be appealed to the Commissioner pursuant to N.J.A.C. 6A:9-17.18(b).
- (i) Each candidate who holds an out-of-State school administrator certificate but does not hold the required master's or higher degree in (a)1 above, will be eligible for the school administrator endorsement upon presenting the following:
1. A valid standard out-of-State school administrator certificate;

2. Official documentation of five years of successful full-time experience under the out-of-State certificate. This experience shall be in a public school superintendent or assistant superintendent position with responsibility for functions delineated under the New Jersey school administrator endorsement pursuant to N.J.A.C. 6A:9-12.3(a);
3. A master's degree in any area;
4. An offer of employment in a school district in a position that requires the school administrator certificate; and
5. A mentor-directed residency completed under provisional certification. The six-month modified residency shall focus on New Jersey finance and law, and will require the candidate to develop a thorough understanding of New Jersey Standards: the Core Curriculum Content Standards; Professional Standards for Teachers as defined in N.J.A.C. 6A:9-3. 3; and, the New Jersey Standards for School Leaders as defined in N.J.A.C. 6A:9-3.4. Candidates shall demonstrate that understanding by promoting excellence in teaching and learning and providing educational leadership to the district.

(j) An experienced New Jersey principal who holds a master's degree or higher in a field other than those outlined in (a)1 above, may satisfy the degree requirement by meeting the requirements in (a)3 above and upon presentation of the following:

1. A valid, standard New Jersey principal endorsement; and
2. Official documentation of five years of successful full-time experience as a principal or assistant superintendent of curriculum and instruction in a New Jersey public school;

(k) Persons who are in possession of a formal, written evaluation for school administrator certification from the Office prior to January 20, 2004 shall have until January 20, 2009 to complete the certification requirements as specified in the evaluation.

## **6A:9-12.5 Principal**

(a) To be eligible for the principal CE, the candidate shall:

1. Complete one of the following:

- i. Hold a master's or higher degree from a regionally accredited college or university in educational leadership, or in one of the recognized fields of leadership or management such as public administration or business administration or in curriculum and instruction;
- ii. Hold a master's degree from a regionally accredited college or university and complete a post-master's program resulting in a certificate of advanced study in educational administration and supervision; or
- iii. Hold a master's degree from a regionally accredited college or university and complete a post-master's program in a coherent sequence of 30 semester hour credits. The study must be completed at one institution in fields outlined in (a)1i above;

2. Complete graduate study, either within the master's program or in addition to it, in each of the following topics:



- i. Leadership and human resource management;
    - ii. Communications;
    - iii. Data-based research strategies for decision-making;
    - iv. Finance; and
    - v. Law; and
  3. Pass a State-approved examination of knowledge that is acquired through study of the topics listed in (a) 2 above and that is most directly related to the functions of principals as defined in N.J.A.C. 6A:9-12.3(b).
- (b) To be eligible for a provisional administrative certificate with a principal endorsement, the candidate shall:
1. Hold a principal CE; and
  2. Obtain and accept an offer of employment in a position requiring the principal endorsement in a school or district that has agreed formally to sponsor the residency.
- (c) To be eligible for the standard administrative certificate with a principal endorsement, the candidate shall:

1. Possess a provisional certificate pursuant to (a) and (b) above; and
2. Complete a one to two-year State-approved residency program while employed under provisional principal certification in a school or district.

The residency program shall:

- i. Require the candidate to develop a thorough understanding of New Jersey standards: the Core Curriculum Content Standards; the Professional Standards for Teachers as defined in N.J.A.C. 6A:9-3.3; and, the Professional Standards for School Leaders as defined in N.J.A.C. 6A:9-3.4. Candidates shall demonstrate that understanding by promoting excellence in teaching and learning and providing educational leadership to the school community;
- ii. Be conducted in accordance with a standard agreement issued by the Department and entered into by the Department, the employing school district, the candidate and the residency mentor. No residency program may be undertaken without a valid agreement;
- iii. Be administered by a State approved mentor, an experienced principal who has completed a State-approved training program implemented by a State-approved provider, and who shall supervise and verify completion of all required experiences and training by the candidate. The mentor and the district

superintendent shall, at the start of the residency, submit to the Department a written recommendation on state-developed forms concerning any areas of professional experience that should be waived and any additional teaching or other special experiences, if any, that the individual candidate should complete before achieving standard certification. Department review and subsequent approval shall consider the candidate's past work experience and recommended standards-based performance goals during residency, and shall be specified in the standard written agreement;

- iv. Provide professional experiences, training, and instruction as defined in the Professional Standards for School Leaders and in the areas of curriculum leadership; supervision of instruction; pupil personnel services; personnel management; community relations; student relations; facilities management; school finance; school law; and technical administrative skills; and
- v. Provide candidates with less than a year of teaching in their backgrounds, the opportunity to be involved in teaching and teaching-related experiences on a regular basis for no less than one year and up to the two years maximum duration of the residency. Each residency program shall assure that the candidate acquires adequate knowledge of the teaching and learning process, and can function as an educational leader.

- (d) Each candidate for the standard administrative certificate with a principal endorsement shall be evaluated formally by the mentor on at least [three] six occasions for purposes of certification. The first [two] five evaluations shall be conducted mainly for diagnostic purposes. The final evaluation shall be the basis for issuance of the candidate's standard certificate. All performance evaluations shall be aligned with the Professional Standards for School Leaders as defined in N.J.A.C. 6A:9-3.4 and reported on State-developed forms. The mentor shall discuss each evaluation with the candidate, and the mentor and candidate shall sign each report as evidence of such discussion. Upon completion of each evaluation, the report shall be sent to the Department; the final evaluation shall be accompanied by the recommendation for certification pursuant to (g) below.
- (e) Each mentor shall form an advisory panel of practicing educators and shall convene this panel on at least three occasions for purposes of reviewing the resident's progress and soliciting advice concerning the certification of the candidate.
- (f) The mentor shall meet with the principal candidate at least once a month during the residency. The mentor shall be available on a regular basis to provide assistance or advice upon request of the candidate. The Department may

require candidates to pay fees to cover the cost of the training and mentoring services that will qualify them for certification and employment.

(g) Standard certification of principal candidates shall be approved or disapproved pursuant to the following procedures:

1. Before the end of the residency year, the mentor shall submit to the Department a comprehensive evaluation report on the candidate's performance pursuant to (d) above.
2. This final report shall include one of the following certification recommendations:
  - i. Approved: Recommends issuance of a standard certificate;
  - ii. Insufficient: Recommends that a standard certificate not be issued but that the candidate be allowed to continue the residency or seek admission to an additional residency for one additional year; or
  - iii. Disapproved: Recommends that a standard certificate not be issued and that the candidate be prevented from continuing or re-entering a residency.

3. Mentors act as agents of the Board of Examiners in formulating their certification recommendations. Those recommendations shall not be subject to review or approval by local boards of education.
  4. Candidates who receive a recommendation of “approved” shall be issued a standard certificate.
  5. The mentor shall provide the candidate with a copy of the candidate’s written evaluation report and recommendation before submitting it to the Department.
  6. If the candidate disagrees with the mentor’s recommendation, the candidate may appeal the recommendation pursuant to N.J.A.C. 6A:9-17.18.
- (h) Candidates who receive a recommendation of “disapproved” or two or more recommendations of “insufficient” may petition the Board of Examiners for approval of additional opportunities to seek provisional employment in districts other than those in which they received unfavorable recommendations. The candidate shall be responsible for demonstrating why he or she would be likely to succeed if granted the requested opportunity. Disapproval of any candidate’s request by the Board of Examiners may be appealed to the Commissioner pursuant to N.J.A.C. 6A:9-17.18(b).

(i) Each candidate who holds an out-of-State principal certificate but does not hold the required master's or higher degree in (a)1 above will be eligible for the principal certificate upon presenting:

1. A valid standard out-of-State principal certificate;
2. Official documentation of five years of successful full-time experience under the out-of-state certificate. This experience shall be in a school principal or assistant principal position with responsibility for functions delineated under the New Jersey principal endorsement pursuant to N.J.A.C. 6A:9-12.3(b);
3. A master's degree in any area;
4. An offer of employment in a position that requires the principal certificate; and
5. A mentor-directed residency completed under provisional certification. The six-month modified residency shall focus on New Jersey finance and law, and will require the candidate to develop a thorough understanding of New Jersey Standards: the Core Curriculum Content Standards; Professional Standards for Teachers as defined in N.J.A.C.

6A:9-3.3; and, the New Jersey Standards for School Leaders as defined in N.J.A.C. 6A:9-3.4. Candidates shall demonstrate that understanding by promoting excellence in teaching and learning and educational leadership to the school community.

(j) Each candidate who holds a valid New Jersey or out-of-State supervisor endorsement and a master's degree or higher in a field other than one required in (a)1 above will be eligible for a principal CE upon presenting the following:

1. Official documentation of five years of successful full-time experience as a supervisor of an instructional area or department related to the Core Curriculum Content Standards under a valid New Jersey or out-of-State supervisor certificate;
2. Official documentation evidencing completion of a New Jersey State-approved certification program in educational leadership offered by providers approved by the Department. This program shall include, but not be limited to:
  - i. Preparation for educational leadership through experiences related to the performance-based Professional Standards for School Leaders and the CCCS;
  - ii. Two hundred twenty-five clock hours of formal instruction in leadership and human resource management; communications;



data-based research strategies for decision-making; finance and law; and

iii. A district internship providing professional experiences in school administration; and

3. Official documentation evidencing passage of a State-approved examination of knowledge that is acquired through study of the topics listed in (a)2 above, aligned with the Professional Standards for School Leaders, and that is most directly related to the functions of principals as defined in N.J.A.C. 6A:9-12.3(b).

(k) Each candidate who holds a valid New Jersey or out-of-State supervisor endorsement and a master's degree or higher in a field other than one required in (a)1 above, but has zero to five years supervisory experience, will be eligible for a principal CE upon presenting the following:

1. Official documentation of five years of successful full-time teaching experience under a valid New Jersey or out-of-State teaching certificate;
2. Official documentation evidencing completion of a New Jersey State-approved certification program in educational leadership offered by providers approved by the Department. This program is pursuant to (j)2

above with the following exceptions: the program is a minimum of 275 clock hours plus a 90 hour internship;

3. Official documentation evidencing passage of a State-approved examination of knowledge that is acquired through study of the topics listed in (a)2 above, aligned with the Professional Standards for School Leaders, and that is most directly related to the functions of principals as defined in N.J.A.C. 6A:9-12.3(b).
- (l) Each candidate who can provide documentation of at least five years of successful full-time teaching experience under a valid New Jersey or out-of-State teaching certificate and a master's degree or higher in a field other than one required in (a)1 above will be eligible for a principal CE upon presenting the following:
1. Official documentation evidencing completion of a New Jersey State-approved certification program in educational leadership offered by providers approved by the Department. This program is pursuant to (j)2 above with the following exceptions: the program is a minimum of 350 clock hours plus a 120 hour internship;
  2. Official documentation evidencing passage of a State-approved examination of knowledge that is acquired through study of the topics

listed in (a)2 above, aligned with the Professional Standards for School Leaders, and that is most directly related to the functions of principals as defined in N.J.A.C. 6A:9-12.3(b).

- (m) Persons who are in possession of a formal, written evaluation for principal certification from the Office prior to January 20, 2004 shall have until January 20, 2009 to complete the certification requirements as specified in the evaluation.

#### **6A:9-12.6 Supervisor**

- (a) To be eligible for the standard administrative certificate with a supervisor endorsement, a candidate shall be required to:
  - 1. Hold a master's or higher degree from a regionally accredited college or university;
  - 2. Successfully complete one of the following:
    - i. A college curriculum approved by the Department of Education as the basis for issuing this endorsement; [or]
    - ii. Twelve graduate-level, semester-hour credits to include the following:

- (1) Three credits in general principles of staff supervision in grades preschool through 12;
- (2) Three credits in general principles of curriculum development for grades preschool through 12;
- (3) Three elective credits in curriculum development; and
- (4) Three elective credits in staff supervision and/or curriculum development; [and] or

iii. A State-approved training program implemented by a State-approved provider as the basis for issuing this certificate; and

- 3. Hold a standard New Jersey instructional or educational services certificate or its out-of-State equivalent, and complete three years of successful, full-time teaching and/or educational services experience [under the appropriate certificate]. **Teaching and/or educational services experience completed in a New Jersey public school must have been under an appropriate New jersey certificate.**

- (b) Applicants in possession of a written evaluation for the supervisor certificate completed by the Office prior to January 20, 2004 will have five years from the effective date to complete the requirements set forth in the written evaluation.

## **SUBCHAPTER 13 REQUIREMENTS FOR EDUCATIONAL SERVICES**

### **CERTIFICATION**

#### **6A:9-13.3 School nurse**

- (a) The school nurse endorsement authorizes the holder to perform nursing services and to teach in areas related to health in public schools in grades preschool through 12.
- (b) To be eligible for the standard educational services certificate with a school nurse endorsement, a candidate shall hold a current New Jersey registered professional nurse license issued by the New Jersey State Board of Nursing, hold a bachelor's degree from a regionally accredited college or university, hold current cardiopulmonary resuscitation (CPR) and automated external defibrillators (AED) certificates and complete either a Department-approved college curriculum for the preparation of school nurses or a program of studies, minimum of 30 semester hour credits from a regionally accredited college or university, that includes study in the following topics:

- [1. A minimum of 30 semester-hour credits chosen from the areas listed below. The candidate shall complete the requirements in (b)1i through vii below and may take elective credits in any area in (b)1i through x below.]

- [i.]1 A minimum of six semester-hour credits in school nursing, including school health services, physical assessments, organization and administration of the school health program and clinical experience in a school nurse office;
- [ii.]2 Human growth and development;
- [iii.]3 Health assessment
- [iv.]4 Fundamentals of substance abuse and dependency;
- [v.]5 Special education and/or learning disabilities;
- [vi.]6 Methods of teaching health in grades preschool through grade 12 including curriculum development;
- [vii.]7 Public health including such areas as public health nursing, community health problems and communicable disease control;
- [viii.]8 Human and intercultural relations. Studies designed to develop understanding of social interaction and culture change, including courses such as the following: urban sociology, history of minority groups, intergroup relations, and urban, suburban and rural problems;
- [ix.]9 Guidance and counseling; [and]
- [x.]10 School law including legal aspects of school nursing; and
- [2. Student teaching including experience in both the school nurse office and in the classroom.] 11. A minimum of six credits in a college-supervised school nurse practicum. Half of the practicum experience shall be completed in the school nurse office. The balance of the

practicum experience shall be completed in the classroom under the supervision of a certified health educator.

- (c) An emergency certificate is not available for this endorsement.
- (d) Candidates in possession of a written evaluation completed by the Office prior to January 20, 2004 will have five years from January 20, 2004 to complete the requirements set forth in the written evaluation.

#### **6A:9-13.4 School nurse/non-instructional**

- (a) The school nurse/non-instructional endorsement authorizes the holder to perform nursing services in public schools in grades preschool through 12. This endorsement does not authorize the holder to teach in areas related to health.
- (b) To be eligible for the standard educational services certificate with a school nurse/non-instructional endorsement, a candidate shall hold a current New Jersey registered professional nurse license issued by the New Jersey State Board of Nursing, hold a bachelor's degree from a regionally accredited college or university, hold current cardiopulmonary resuscitation (CPR) and automated external defibrillators (AED) certificates and complete either a Department-approved college curriculum for the preparation of school nurse[s]/non-

instructional or a program of studies, minimum of 21 credits, that includes study in the following topics:

1. A minimum of six semester-hour credits in school nursing, including school health services, physical assessments, organization and administration of the school health program and clinical experience in a school nurse office;
2. Human growth and development;
3. Health assessment
4. Public health, including such areas as public health nursing, community health problems and communicable disease control;
5. Fundamentals of substance abuse and dependency;
6. Special education and/or learning disabilities;
7. Human and intercultural relations. Studies designed to develop understanding of social interaction and culture change, including courses such as the following: urban sociology, history of minority groups, intergroup relations, and urban, suburban and rural problems;



8. Guidance and counseling; and
  9. School law including legal aspects of school nursing.
- (c) An emergency certificate may be issued to a candidate who holds a bachelor's degree from a regionally accredited college or university and a current New Jersey registered professional nurse license and current CPR/AED certificates. The candidate shall present evidence of study in public health nursing and child and/or adolescent growth and development [and verification of matriculation into a State-approved school nurse/non-instructional program]. The study must appear on the transcript of a regionally accredited four-year college or university.

**6A:9-13.5 School social worker**

- (a) The school social worker endorsement authorizes the holder to serve as a school social worker in any school district in the state in grades preschool through 12.
- (b) To be eligible for the standard educational services certificate with a school social worker endorsement, the candidate shall hold a master's degree from a regionally accredited college or university and complete a total of 30 graduate-level semester hour credits with a study in each of the areas listed below:

1. Psychology, including general psychology, educational psychology, psychology of adolescence and child growth and development;
2. Special education and/or learning disabilities;
3. Social problems, including study in dealing with delinquency, poverty, interracial and intercultural problems;
4. A minimum of six semester-hour credits in social case work, introductory and advanced, including principles and practices in social case work, interviewing, and methods and skills in diagnosis;
5. Mental hygiene and social psychiatry, including dynamics of human behavior and psychopathology;
6. Medical information, including the role of the social worker in health problems or fundamentals of substance abuse and dependency;
7. Community organizations, agencies and resources; and
8. Social policy and public welfare services, including the care and protection of at-risk children and families.

- (c) Holders of a master's degree in social work from a regionally accredited college or university will be issued a standard educational services certificate with a school social worker endorsement.
- (d) An emergency certificate may be issued to a candidate who meets the following requirements:
  - 1. A bachelor's degree in social work or a related area from a regionally accredited college or university; and
  - 2. Study in at least three of the study topics listed in (b)1 through 8 above to include a course in social casework. [; and
  - 3. Matriculation in an approved social worker master's program.]
- (e) Candidates in possession of a written evaluation completed by the Office prior to January 20, 2004 will have five years from January 20, 2004 to complete the requirements set forth in the written evaluation.

### **6A:9-13.6 Speech-language specialist**

- (a) The speech-language specialist endorsement authorizes the holder to provide service as a speech-language specialist in grades preschool through 12.
- (b) To be eligible for the standard educational services certificate with a speech-language specialist endorsement, the candidate shall:
  - 1. Hold a master's or higher degree in speech-language pathology from a regionally accredited college or university; and
  - 2. Pass a State-approved test of comprehensive knowledge in the field of speech-language pathology.
- (c) Individuals who hold a valid New Jersey speech correctionist endorsement and a master's degree in speech-language pathology shall be issued the speech-language specialist endorsement upon submission of a completed application and required fee.
- (d) Individuals holding a valid New Jersey speech correctionist endorsement who have completed seven years of work as a speech correctionist in a New Jersey school setting and a Department-approved retraining program may serve in a position requiring speech-language specialist certification.

- (e) An emergency certificate may be issued to a candidate who holds a bachelor's degree in speech pathology or is [matriculated] enrolled in a master's program in speech pathology and has completed a minimum of 12 graduate semester-hours in speech pathology. All study must be completed at [from] a regionally accredited college or university. **The emergency certificate may be renewed a total of four times.**
- (f) Applicants in possession of a written evaluation completed by the Office prior to January 20, 2004 will have five years from January 20, 2004 to complete the requirements set forth in the written evaluation.

#### **6A:9-13.7 Director of school counseling services**

- (a) The director of school counseling services endorsement authorizes the holder to serve as a director, administrator or supervisor of school counseling services, including the supervision of educational activities in areas related to and within the counseling program in grades preschool through 12.
- (b) To be eligible for the standard educational services certificate with a director of school counseling services endorsement, a candidate shall hold a master's or higher degree from a regionally accredited college or university, hold a standard New Jersey school counselor or student personnel services certificate or an

equivalent out-of-State certificate and complete three years of successful experience as a school counselor in grades preschool through 12. In addition, the candidate shall complete a graduate level course in each of the following required areas:

1. Administration: This group includes such courses as school law, organization and administration of elementary and secondary schools;
  2. Staff supervision: This group includes such courses as supervision and evaluation of instructional staff and supervision of school counseling services; and
  3. Curriculum development: This group includes such courses as principles of general curriculum development, elementary and secondary curriculum development, and extracurricular activities.
- (c) An emergency certificate may be issued to a candidate who meets the following requirements:
1. A master's degree from a regionally accredited college or university, a standard New Jersey school counselor or student personnel services certificate, and two years of experience as a school counselor in grades preschool through 12; and

2. A graduate course in staff supervision.
- (d) Applicants in possession of a written evaluation completed by the Office prior to January 20, 2004 will have five years from January 20, 2004 to complete the requirements set forth in the written evaluation.

**6A:9-13.8 School counselor**

- (a) The school counselor endorsement authorizes the holder to perform school counseling services such as study and assessment of individual pupils with respect to their status, abilities, interest and needs; counseling with administrators, teachers, students, and parents regarding personal, social, educational, and vocational plans and programs; and developing cooperative relationships with community agencies in assisting children and families. The certificate holder is authorized to perform these duties in grades preschool through 12.
- (b) To be eligible for the standard educational services certificate with a school counselor endorsement, a candidate must hold a master's or higher degree from a regionally accredited college or university, and complete one of the following:
  1. A Department-approved graduate curriculum in school counseling; or

2. A minimum of 48 graduate semester hour credits in the following areas:
  - i. Counseling: minimum of 18 semester hours that must include study in theory and procedures of individual and group counseling, counseling and interviewing techniques and career counseling;
  - ii. Testing and evaluation: minimum of three semester hours;
  - iii. Psychology: minimum of six semester hours in study related to child and adolescent psychology, psychology of exceptional children and psychology of learning;
  - iv. Sociological foundations: minimum of six semester hours that must include study in community agencies, organizations and resources and multicultural counseling;
  - v. Statistics and research methods: minimum of three semester-hour credits;
  - [vii.]vi. Supervised counseling practicum in a preschool through grade 12 school setting: minimum of six credits; and
  - [viii]vii. The remaining six semester hours of study may be chosen from among the topics listed in (b)2i through [vii]vi above or education.
- (c) A candidate who has completed a master's or higher degree from a regionally accredited college or university whose school counseling program meets the standards of the Council for Accreditation of Counseling and Related



Educational Programs (CACREP) will be issued a standard school counselor certificate.

(d) The Office may issue an emergency certificate upon the request of the county superintendent to a candidate who meets the following requirements:

1. A bachelor's degree from a regionally accredited college or university;  
and
2. Fifteen graduate semester hour credits [in guidance/counseling] of study from areas in (b)2i through iv above. At least six of the credits must be from the area in (b)2i above.

(e) Applicants in possession of a written evaluation completed by the Office prior to January 20, 2004 will have five years from January 20, 2004 to complete the requirements set forth in the written evaluation.

#### **6A:9-13.9 School psychologist**

(a) The school psychologist endorsement authorizes the holder to serve as a psychologist in grades preschool through 12.

- (b) To be eligible for the standard educational services certificate with a school psychologist endorsement, a candidate must hold a master's or higher degree from a regionally accredited college or university and complete the following:
1. A Department-approved graduate curriculum or a minimum of 60 semester-hour graduate credits, in the following areas:
    - i. Educational foundations/school psychology practice and development: minimum of 12 semester-hour credits in areas such as the role and function of the school psychologist, multicultural education, educational organization and leadership, curriculum development and learning theories;
    - ii. Education of students with disabilities: minimum of six semester-hour credits in areas such as education and/or psychology of students with disabilities and educational assessment of disabled students;
    - iii. Assessment, intervention and research: minimum of 18 semester-hour credits including study in the required areas of cognitive assessment, personality assessment and school consultation. Additional study may be completed in areas such as applied behavior analysis, school interventions, curriculum-based measurement, multicultural counseling or individual counseling

procedures, tests and measurements, statistics and research design and analysis;

- iv. Human behavioral development: minimum of 12 semester-hour credits in areas such as human development, social psychology, personality psychology, neurological and/or physiological basis of behavior and psychopathology; and
- v. Electives: additional study in areas (b)li through iv above. Externships and practicum experiences may be accepted for elective study.

- 2. A practicum of 300 clock hours that consists of a sequence of closely supervised on-campus and field-based activities designed to develop and evaluate a candidate's mastery of distinct professional skills consistent with program and/or course goals;
- 3. An externship of 1,200 clock hours. A minimum of 600 clock hours must be completed in a school setting with school age children. The remaining 600 clock hours may be completed in a school or clinical setting or may be completed under an emergency certificate while concurrently participating in an approved college or university school psychology program. Externship experiences completed in a school setting must be supervised by a person holding a standard New Jersey or out-of-state school psychologist certificate; and

4. Persons who completed a master's or higher degree in clinical psychology from a regionally accredited college or university and can present official documentation of 600 clock hours of experience as a psychologist working with children in a clinical setting may meet the school psychology externship and practicum requirements by completing a 900 clock hour school psychology externship in a New Jersey school, with school age children, under a New Jersey emergency certificate.
- (c) The externship for school psychologists shall comply with the following:
1. The externship must be taken under the direction of a regionally accredited college or university as part of a program for the preparation of school psychologists. In cases where the Office is issuing an emergency certificate, it may approve an equivalent externship that is not under the jurisdiction of a college or university program.
  2. The college or university shall arrange externships as a program of supervised experiences. The extern shall not earn externship credit for clinical or laboratory work done as part of the requirements in such courses as "cognitive or personality assessment" or "school consultation."

3. At least 50 percent of the externship must be in the psychological services division of a public school system or in a college or university demonstration center that serves a cross section of school age children. A person holding a standard New Jersey school psychologist certificate shall provide local supervision for the period of externship training.
4. The extern shall have available various group and individual achievement tests, personality and cognitive assessment tools. The extern also shall receive the results of audiometric and visual screening.
5. The extern shall have adequate office space for conferences, counseling and diagnostic studies.
6. For purposes of study and guidance, the extern shall have access to comprehensive records on pupil growth and development.
7. The college, university or school district, as appropriate, shall provide the extern with supervised experience in the following areas: in-service programs for faculty members; conferences with special personnel; utilization of available community resources; conducting a diagnostic study; report writing; relationships with the community; and counseling pupils, parents and faculty.

8. The extern may complete no more than 50 percent of the externship in an approved hospital, institution, clinic, or agency established for the study and/or treatment of special problems of children and adults. A licensed psychologist or school psychologist shall supervise the extern during the training experience. The director of the institution or agency shall certify that this experience includes the following: conducting a diagnostic study; reporting writing and communication of diagnostic findings; and participation in staff planning and evaluating conferences.
- (d) School districts desiring authorization for the employment of an extern under emergency certification should submit a request to the county superintendent for preliminary approval. If the county superintendent grants preliminary approval, the emergency certificate will be forwarded to the applicant. The request must contain the following information:
1. The name of the fully certified school psychologist in the school system under whose supervision the externship will be carried out. This person must hold a standard New Jersey school psychologist certificate and have three years of experience as a certified school psychologist;
  2. The nature and extent of the training experiences that will be provided under supervision during the externship;

3. The dates of the period of the externship;
  4. The total number of clock hours to be worked during the externship; and
  5. Official college transcripts showing successful completion of a minimum of 40 semester-hour graduate credits applicable towards standard school psychologist certification in areas listed in (b)[2]1 above including study in the required areas of cognitive assessment, personality assessment and school consultation.
- (e) Candidates who have satisfied the requirements of (b)1 above, but whose university program did not offer the required supervised externship training, may seek to arrange an externship in a New Jersey school district under emergency certification. The school district must request approval pursuant to (d) above.
- (f) Candidates who completed a master's or higher degree in clinical psychology from a regionally accredited college or university with a minimum of 60 semester hours that include study in areas listed (b)1 above and can present official documentation of 600 clock hours of experience as a psychologist working with children in a clinical setting may meet the school psychology externship and practicum requirements by completing a 900 clock hour school

psychology externship in a New Jersey school, with school age children, under a school psychologist emergency certificate.

- (g) The Office will issue a standard New Jersey school psychologist certificate to holders of a currently valid Nationally Certified School Psychologist (NCSP) license.
- (h) The Office may issue an emergency certificate upon the request of the county superintendent to a candidate who meets the following requirements:
  - 1. A bachelor's degree from a regionally accredited college or university; and
  - 2. Official college transcripts showing successful completion of a minimum of [40] 30 semester-hour graduate credits applicable towards standard school psychologist certification in areas listed in (b)1i through v above. This must include study and practicum experience in [the required areas of cognitive] assessment[, personality assessment and school consultation].
- (i) Applicants in possession of a written evaluation completed by the Office prior to January 20, 2004 will have five years from January 20, 2004 to complete the requirements set forth in the written evaluation.



**6A:9-13.10 Learning disabilities teacher-consultant**

- (a) The learning disabilities teacher-consultant endorsement authorizes the holder to serve as a learning disabilities teacher-consultant in grades preschool through 12.
- (b) To be eligible for the standard educational services certificate with a learning disabilities teacher-consultant endorsement, a candidate shall:
  - 1. Hold a master's or higher degree from a regionally accredited college or university;
  - 2. Hold a standard New Jersey or out-of-State instructional certificate, and
  - 3. Have three years of successful teaching experience.
- (c) A candidate who satisfies (b) above also shall complete one of the following:
  - 1. A graduate program for the preparation of learning disabilities teacher-consultants approved by the Department;

2. A consultant-level master's degree in educational disabilities from an NCATE accredited program; or
3. A minimum of 24 semester-hour graduate credits chosen from the areas listed below. The candidate shall complete the requirements in (c)3i through ix below and may take elective credits in any area in (c)3i through x below.
  - i. Education of students with disabilities including study in history of the development of educational services for children in each area of exceptionality; study of present services, research and professional ethics dealing with the characteristics of children who differ from the norm intellectually, physically, socially and emotionally; evaluation of present practices in the education of students with disabilities; study of the relationship of educational practices and their environmental settings; and cultural and linguistic diversity;
  - ii. Learning theory including study in motivation and its effect on learning; study of leading theories of learning; study of rewards and incentives; and study in interests and climate for learning;
  - iii. Remediation of basic skills including study in research-based corrective methods and materials as related to specific diagnostic

findings, the requirements of the CCCS, and the school and classroom environment;

- iv. Physiological bases for learning including study of the neurological development and physical readiness of the normal child for learning; study of abnormal conditions of health that contribute to educational disability and study of metabolic and infectious disorders which affect learning;
- v. Orientation in psychological testing including study of a overview of tests applicable to educational psychology; interpretation of psychological reports as applied to tests administered; the appropriate use of tests and the potential misuse of test results; and test construction theory;
- vi. Diagnosis of learning problems including study of the nature and cause of learning problems; formulating an evaluation plan for educational assessments; administering and interpreting technically sound and culturally responsive standardized instruments and functional assessment procedures to determine educational levels, underlying deficits, and learning style; methods of arriving at a diagnosis based on evidence available from each child study team (CST) member; and ways of reporting diagnostic findings;
- vii. Accommodations and modifications as a method of providing service to children with learning problems including utilization

of validated methods for adapting instruction for diverse learning needs; technology for students with disabilities; understanding of accommodations and modifications in curriculum, materials, methods, classroom structures, assessment; utilization of the individualized education program (IEP) and the CCCS accommodation and modification; methods to enhance social relationships and positive behavior methods; focus on the inclusive classroom environment; legal issues related to the responsibilities of the CST including the requirements of a free appropriate public education, least restrictive environment, the determination of eligibility, and the development of the IEP;

- viii. Collaboration theory and practice including theory and process of conducting collaborations; establishing collaborative partnerships between general and special educators, with parents and families, and with paraprofessionals; methods of co-teaching including in-class support, classroom consultation, and co-teaching; preparation for participating in a multidisciplinary child study team setting with opportunities for modeling and participation in team staffing and parent conferences; opportunities to observe, rehearse, and present results from evaluations in practice sessions;
- ix. A college supervised, consultant-level practicum in diagnosis and remediation of educational disabilities in school and clinical

situations. The definition and nature of this practicum, and the courses in which it will be provided, should be clear in the program description. The practicum should provide for a minimum of 90 clock hours of college supervised experience. This may not be a student teaching experience; and

- x. Elective study chosen from areas such as group dynamics; methods and materials for teaching students with disabilities; curriculum development in the teaching of students with disabilities; teaching of reading; assistive/adaptive technology; interviewing and counseling; educational psychology; and community resources.

(d) An emergency certificate may be issued to a candidate who meets the following requirements:

[1. A master's or higher degree from a regionally accredited college or university;]

[2.]1. A standard instructional certificate;

[3.]2. Three years of teaching experience; and

- [4.]3. A minimum of 12 graduate credits in educational disabilities including psychological testing[, diagnosis of educational disabilities and accommodations for educational disabilities; and
5. Enrollment in a graduate program for learning consultants with three years to complete all requirements for LDTC certification.]
- (e) Applicants in possession of a written evaluation completed by the Office prior to January 20, 2004 will have five years from January 20, 2004 to complete the requirements set forth in the written evaluation.

**6A:9-13.14 School library media specialist**

- (a) The school library media specialist (SLMS) endorsement is required for any person who serves as a school library media specialist in grades preschool through 12. The functions include delivery of instruction in information literacy skills and the development and coordination of school library media programs and resources. The functions also include the delivery of instruction in the evaluation, selection, organization, distribution, creation and utilization of school library media. Media are defined as all print, non-print and electronic resources including the technologies needed for their use.

(b) To be eligible for the [endorsement] SLMS CE, a candidate must hold a master's degree from a regionally accredited college or university and complete one of the following:

1. A graduate curriculum approved by the Department as the basis for issuing this certificate; or

2. A master's degree in library media studies from a regionally accredited college; or

[2.]3 A program of graduate studies consisting of at least 36 semester-hour credits in a coherent sequence of studies including the following:

- i. Organization and coordination of school library media programs, resources and instruction to provide a sequential course of study for students;
- ii. Application of learning theory to reading, listening and viewing library media resources;
- iii. Access, evaluation, selection and utilization of library media resources;
- iv. Design and development of multi-media materials;

- v. Design, development and integration of information literacy skills and the library media program throughout the school curriculum;
- vi. Integration of educational resources and technology throughout the school curriculum;
- vii. Children's literature and young adult literature;
- viii. Development and implementation of policies and procedures for effective and efficient acquisition, cataloging, processing, circulation, and maintaining equipment and resources to ensure equitable access;
- ix. Development, implementation and evaluation of library media programs to meet educational goals including management of library personnel, resources and facilities;
- x. Utilization of current and emergent technologies in all phases of school library media programs; and
- xi. Field experience that includes instruction and management. This experience must be completed in a school library media center.

(c) To be eligible for the SLMS CEAS, a candidate must complete the requirements outlined in (b)1 or 3 above and one of the following:

- 1. Hold a standard New Jersey or out-of-State instructional certificate. A military science endorsement will not satisfy this requirement;



2. Complete a State-approved college teacher preparation program with or without student teaching; or

3. Complete a coherent college program at a regionally accredited college or university that includes a minimum of nine semester-hour credits in educational theory, curriculum design and integration, teaching methodology, student/learning development, and behavior management.

(d) To be eligible for a provisional educational services certificate with a SLMS endorsement, the candidate shall:

1. Possess a SLMS CE or CEAS; and

2. Obtain an offer of employment in a position that requires the SLMS endorsement.

[(c)](e) To be eligible for the standard educational services certificate with a [school library media specialist] SLMS endorsement, a candidate shall:

[1. Meet the requirements in (b) above; and

2. Hold a standard New Jersey instructional certificate or complete a year-long school-based residency program in a school library media center under a provisional certificate and college-level study in educational theory, curriculum design and integration, teaching methodology, student/learning development, and behavior management. A certified school administrator, principal or supervisor shall provide supervision during the candidate's provisional year.]
1. Possess a provisional educational services certificate with a SLMS endorsement pursuant to (d) above;
2. Complete a coherent college program at a regionally accredited college or university that includes a minimum of nine semester-hour credits in educational theory, curriculum design and integration, teaching methodology, student/learning development, and behavior management. Holders of the SLMS CEAS are exempt from this requirement;
3. Complete graduate level coursework in the school library media topics listed in (b)3 above that were not included in the candidate's library media master's program. Holders of the SLMS CEAS are exempt from this requirement.

4. Complete a year-long school-based residency program in a school library media center. A certified school administrator, principal or supervisor shall provide supervision during the candidate's provisional year. The residency program shall:
  - i. Consist of a supervised residency that includes professional experiences in the delivery of instruction in information literacy skills and the development and coordination of school library media programs and resources. In addition the residency includes the delivery of instruction in the evaluation, selection, organization, distribution, creation and utilization of school library media. Where possible, the candidate shall be mentored by an experienced school library media specialist throughout the residency; and
  - ii. Be agreed upon through a residency agreement issued by the Department outlining the responsibilities as set forth in this section and entered into by the Department, the employing school, the candidate and the State-approved residency supervisor.
- (f) The State-approved residency supervisor shall have primary responsibility to assure that the candidate receives appropriate training, support, mentoring, practicum experiences and professional opportunities in the critical job

responsibilities specified in the agreement and consistent with (a) above. The residency supervisor shall also evaluate and verify the completion of all required experiences according to the terms and conditions of the residency agreement.

- (g) Upon completion of the residency period, the supervisor shall complete a comprehensive evaluation report on the candidate's performance based on the candidate's ability to complete the job duties pursuant to (a) above and to implement the theoretical concepts pursuant to (b)2 above. The supervisor shall discuss the evaluation report with the candidate, and the supervisor and candidate shall sign the report as evidence of such discussion. Upon completion of the evaluation, the evaluation shall be submitted to the Office. The evaluation on each candidate shall include one of the following recommendations:

1. Approved: Recommends issuance of a standard educational services certificate with a SLMS endorsement;
2. Insufficient: Recommends that a standard educational services certificate with a SLMS endorsement not be issued but that the candidate be allowed to continue the residency or seek admission to an additional residency. Except for those candidates who receive approval

pursuant to N.J.A.C. 6A:9-17.17(d), a candidate who receives a second insufficient is precluded from continuing or re-entering a residency; or

3. Disapproved: Recommends that a standard educational services certificate with a SLMS endorsement not be issued and that the candidate is precluded from continuing or re-entering a residency.
- (h) If the candidate disagrees with the residency supervisor's recommendation, the candidate may appeal the recommendation pursuant to N.J.A.C. 6A:9-17.17.
- (i) The holder of a standard educational services certificate with an associate school library media specialist endorsement is eligible for the SLMS upon completion of the requirements in (b)3 above.
- [(d)](j) An emergency certificate may be issued to a candidate who [meets the following requirements:
1. Matriculation in an approved school library media program; and
  2. Completion of] has a bachelor's degree from a regionally accredited college or university and has completed a minimum of 12 graduate-level semester-hour credits in school library media.

[(e)] (k) Candidates in possession of a written evaluation completed by the Office prior to January 20, 2004 will have five years from January 20, 2004 to complete the requirements set forth in the written evaluation.

[(f)](l) The following individuals are eligible to receive the standard [school media specialist] SLMS endorsement:

1. Those holding a permanent New Jersey school librarian or standard educational media specialist endorsement; and
2. Those holding a standard New Jersey instructional certificate or a valid out-of-State instructional license who have completed a graduate degree program in a regionally accredited institution with specialization in [library science,] school library media studies [, or equivalent media areas].

[(g)](m) Individuals holding the school librarian or educational media specialist endorsement may serve in any position requiring the [school library media specialist] SLMS endorsement.

[(h)] Individuals in possession of a written evaluation completed by the Office prior to January 20, 2004 will have five years from January 20, 2004 to complete the approved program or the requirements set forth in the written evaluation.]

#### **6A:9-13.15 Associate school library media specialist**

- (a) The associate school library media specialist (ASLMS) endorsement is required for anyone who serves as a school library media specialist in grades preschool through 12 under the supervision of a certified school administrator, principal or supervisor. The functions include delivery of instruction in information literacy skills, and the development and coordination of school library media programs and resources. The holder also provides instruction in the evaluation, selection, organization, distribution, creation and utilization of school library media. These media are defined as all print, non-print and electronic resources including the technologies needed for their use.
- (b) [A] To be eligible for the ASLMS CE, a candidate [for this endorsement] shall have completed a bachelor's degree from a regionally accredited college or university and [successful completion of] one of the following:
1. A graduate curriculum approved by the Department as the basis for issuing this certificate; or
  2. A program of graduate studies consisting of at least 18 semester-hour credits in a coherent sequence of studies including the following:

- i. Access, evaluation, selection and utilization of library media resources;
- ii. Organization and coordination of school library media programs, resources and instruction to provide K-12 student with a sequential course of studies;
- iii. Children's literature and young adult literature;
- iv. Design, development and integration of information literacy skills throughout the school curriculum;
- v. Design and development of multi-media materials;
- vi. Utilization of current and emergent technologies in all phases of school library media programs; and
- vii. A field experience that includes instruction and management. This experience must be completed in a school library media center.

(c) To be eligible for the ASLMS CEAS, a candidate shall complete the requirements outlined in (b) above and one of the following:

1. Hold a standard New Jersey or out-of-State instructional certificate. A military science endorsement shall not satisfy this requirement;
2. Complete a State-approved college teacher preparation program with or without student teaching; or



3. Complete a coherent college program at a regionally accredited college or university that includes a minimum of nine semester-hour credits in educational theory, curriculum design and integration, teaching methodology, student/learning development, and behavior management.
- (d) To be eligible for a provisional educational services certificate with an ASLMS endorsement, the candidate shall:
1. Possess an ASLMS CE or CEAS; and
  2. Obtain an offer of employment in a position that requires the ASLMS endorsement.
- [(c) A] (e) To be eligible for the standard educational services certificate with an ASLMS endorsement, a candidate shall: [who meets the requirements at (b) above shall be required to hold a standard New Jersey instructional certificate or complete a year-long school-based residency program in a school library media center under a provisional certificate and college-level study in educational theory, curriculum design and integration, teaching methodology, student/learning development, and behavior management before a standard certificate can be issued. A certified school administrator, principal or supervisor shall provide supervision during the candidate's provisional year.]

1. Possess a provisional educational services certificate with an ASLMS endorsement pursuant to (d) above;
2. Complete a coherent college program at a regionally accredited college or university that includes a minimum of nine semester-hour credits in educational theory, curriculum design and integration, teaching methodology, student/learning development, and behavior management. Holders of the ASLMS CEAS are exempt from the study requirements; and
3. Complete a year-long school-based residency program in a school library media center. A certified school administrator, principal or supervisor shall provide supervision during the candidate's provisional year. The residency program shall:
  - i. Consist of a supervised residency that includes professional experiences in the delivery of instruction in information literacy skills and the development and coordination of school library media programs and resources. In addition the residency includes the delivery of instruction in the evaluation, selection, organization, distribution, creation and utilization of school library media. Where possible, the candidate shall be mentored

by an experienced school library media specialist throughout the residency; and

ii Be agreed upon through a residency agreement issued by the Department outlining the responsibilities as set forth in this section and entered into by the Department, the employing school, the candidate and the State-approved residency supervisor.

(f) The State-approved residency supervisor shall have primary responsibility to assure that the candidate receives appropriate training, support, mentoring, practicum experiences and professional opportunities in the critical job responsibilities specified in this section. The residency supervisor shall also evaluate and verify the completion of all required experiences according to the terms and conditions of the residency agreement.

(g) Upon completion of the residency period, the supervisor shall complete a comprehensive evaluation report on the candidate's performance based on the candidate's ability to complete the job duties pursuant to N.J.A.C. 6A:13-15(a) above and to implement the theoretical concepts pursuant to (b)2 above. The supervisor shall discuss the evaluation report with the candidate, and the supervisor and candidate shall sign the report as evidence of such discussion. Upon completion of the evaluation, the evaluation shall be submitted to the

Office. The evaluation on each candidate shall include one of the following recommendations:

1. Approved: Recommends issuance of a standard educational services certificate with an ASLMS endorsement;
2. Insufficient: Recommends that a standard educational services certificate with an ASLMS endorsement not be issued but that the candidate be allowed to continue the residency or seek admission to an additional residency. Except for those candidates who receive approval pursuant to N.J.A.C. 6A:9-17.17(d), a candidate who receives a second insufficient is precluded from continuing or re-entering a residency; or
3. Disapproved: Recommends that a standard educational services certificate with an ASLMS endorsement not be issued and that the candidate is precluded from continuing or re-entering a residency.

(h) If the candidate disagrees with the residency supervisor's recommendation, the candidate may appeal the recommendation pursuant to N.J.A.C. 6A:9-17.17.

[(d)](i) An emergency certificate may be issued to a candidate who [meets the following requirements:

1. Matriculation in an approved school library media program; and
2. Completion of] completes a bachelor's degree from a regionally accredited college or university and a minimum of [6] six graduate semester hour credits in school library media.

[(e)](j) Applicants in possession of a written evaluation completed by the Office prior to January 20, 2004 will have five years from January 20, 2004 to complete the requirements set forth in the written evaluation.

[(f)](k) Policies governing the [associate school media specialist] ASLMS endorsement are as follows:

1. Persons holding a standard or permanent New Jersey teacher-librarian or the associate educational media specialist endorsement shall be deemed eligible to receive the [associate school library media specialist] ASLMS endorsement.
2. The holder of the teacher-librarian or associate educational media specialist endorsement is eligible to receive an extension of the authorization to include the functions of the [associate school media specialist] ASLMS authorization.

**6A:9-13.16 [Professional librarian] (Reserved)**

- [(a) Pursuant to N.J.S.A. 45:8A-3, the professional librarian endorsement is required for employment as a professional librarian in libraries supported in whole or in part by public funds, serving communities with populations of 10,000 or more.
- (b) To be eligible for the professional librarian endorsement, the candidate shall hold a master's degree in library or information science from a regionally accredited college or university.]

**6A:9-13.18 Educational interpreter**

- (a) Effective September 1, 2005, the educational interpreter endorsement is required for individuals who provide educational interpreting services, sign language interpreting, oral interpreting or cued speech transliteration to students who are deaf, hard of hearing or deaf-blind in grades preschool through 12.
- (b) To be eligible for the standard educational services certificate with a sign language interpreting endorsement, a candidate shall:
  - 1. Hold an associate or higher degree from a regionally accredited college or university and complete the following:

- i. The Educational Interpreter Performance Assessment (EIPA) with a minimum score of three; and
  - ii. Fifteen semester hour credits of professional education coursework that includes study in child development, language development, curriculum development, methods of instruction, interpreting for [visually impaired or] **deaf**-blind students and legal and ethical issues for educational interpreters. Such study may be part of the degree program or in addition to the degree program and may be completed at an accredited two year college; or
2. Have a high school diploma or a General Education Diploma (GED), demonstrated interpreting skills as evidenced through the possession of a sign language certificate from the Registry of Interpreters for the Deaf, the National Association of the Deaf or other Department-approved national accrediting agencies for sign language interpreting and complete the following:
  - i. The EIPA with a minimum score of three; and
  - ii. Fifteen semester hour credits of professional education coursework that includes study in child development, language development, curriculum development, interpreting for [visually-impaired or] **deaf**-blind students, legal and ethical issues for

educational interpreters and methods of instruction. The study may be completed at an accredited two-year college.

(c) To be eligible for the standard educational services certificate with an oral interpreting endorsement, a candidate shall:

1. Have a high school diploma, a GED or an associate or higher degree;
2. Demonstrate interpreting skills as evidenced through the possession of an oral interpreting certificate from a Department-approved accrediting agency; and
3. Complete 15 semester hour credits of professional education coursework that includes study in child development, language development, curriculum development, interpreting for [visually-impaired or] **deaf-blind** students, legal and ethical issues for educational interpreters and methods of instruction. The study may be completed at an accredited two-year college.

(d) To be eligible for the standard educational services certificate with a cued speech transliteration endorsement, a candidate shall:

1. Have a high school diploma, a GED or an associate or higher degree;



2. Demonstrate interpreting skills as evidenced through the possession of a cued speech transliteration certificate from a Department-approved accrediting agency; and
  3. Complete 15 semester hour credits of professional education coursework that includes study in child development, language development, curriculum development, interpreting for [visually-impaired or] **deaf-blind** students, legal and ethical issues for educational interpreters and methods of instruction. The study may be completed at an accredited two-year college.
- (e) An emergency educational interpreter certificate in sign language interpreting may be issued to a candidate with a high school diploma or GED and who has completed the EIPA with a minimum score of three. The emergency certificate may be renewed a total of three times.
- (f) An emergency educational interpreter certificate in oral interpreting may be issued to a candidate with a high school diploma or GED and who holds an oral interpreting certificate from a Department-approved accrediting agency. The emergency certificate may be renewed a total of three times.

- (g) An emergency educational interpreter certificate in cued speech transliteration may be issued to a candidate with a high school diploma or GED and who holds a cued speech transliteration certificate from a Department-approved accrediting agency. The emergency certificate may be renewed a total of three times.

**6A:9-13.19 Cooperative education coordinator – hazardous occupations**

- (a) The cooperative education coordinator (CEC) – hazardous occupations endorsement is required for an individual to serve as a coordinator supervising vocational students who are participating in cooperative education experiences in hazardous occupations in accordance with New Jersey Child Labor Laws, N.J.S.A. 34:2-21, and New Jersey Department of Education rules at N.J.A.C. 6A:8 and 6A:19. This endorsement authorizes the holder to place and supervise vocational students in school-sponsored cooperative education experiences as part of a vocational-technical education program. This endorsement also permits the individual to supervise students participating in any other structured learning experience (SLE) in any career cluster.
- (b) To be eligible for the CEC – hazardous occupations endorsement, the candidate shall present:
1. A standard instructional certificate with a vocational-technical endorsement in any field;

2. Two years of successful teaching under a certificate in vocational-technical education, and completion of the following:
    - i. Training in Child Labor, Wage and Hour, and Wage Payment laws and regulations, as required by the Department of Labor and Workforce Development and the U.S. Department of Labor in accord with N.J.S.A. 34:2-21 and 57, N.J.S.A 34:11-4 and 56, N.J.A.C. 12:56 and 12:58 and 29 CFR 570 and 1900;
    - ii. A minimum of 20 hours of training or a Department-approved equivalent program in safety and health and required Department procedures and planning for SLEs pursuant to N.J.A.C. 6A:19;
    - iii. Two graduate-level college courses or a Department-approved equivalent program in instructional strategies for work-based education and career information/occupational guidance; and
    - iv. One-thousand hours of employment experience in a hazardous occupation, as approved by the chief school administrator, in accordance with New Jersey Child Labor Laws, N.J.S.A. 34:2-21.
- (c) Individuals holding a Vocational-Technical Coordinator: Cooperative Industrial Education endorsement as of January 20, 2004 may serve in a position requiring the CEC - hazardous occupations endorsement in any career cluster.

- (d) An emergency certificate in CEC – hazardous occupations may be issued to a candidate who meets the requirements in (d)1 through 3 below. The candidate shall complete the requirements for the standard certificate in no more than [12] 24 months from the issuance date of the emergency certificate.
1. A standard vocational instructional certificate;
  2. Two years of successful vocational-technical education teaching experience; and
  3. One-thousand hours of employment experience in a hazardous occupation, as approved by the chief school administrator, in accordance with New Jersey Child Labor Laws, N.J.S.A. 34:2-21.

**6A:9-13.20 Cooperative education coordinator**

- (a) The cooperative education coordinator endorsement is required for an individual to serve in the capacity as a coordinator supervising vocational students who are participating in cooperative education experiences in non-hazardous occupations in accordance with the New Jersey Child Labor Laws, N.J.S.A. 34:2-21, and New Jersey Department of Education rules at, N.J.A.C.

6A:8 and. 6A:19. This endorsement also permits the individual to supervise students participating in any other non-hazardous SLE in any career cluster.

(b) To be eligible for the endorsement, the candidate shall present:

1. A standard instructional certificate with a vocational-technical endorsement in any field; and
2. Successful completion of two years of teaching under a certificate in vocational-technical education, and completion of the following:
  - i. Training in Child Labor, Wage and Hour, and Wage Payment laws and regulations, as required by the Department of Labor and Workforce Development and the U.S. Department of Labor in accord with N.J.S.A. 34:2-21 and 57, N.J.S.A. 34:11-4 and 56, N.J.A.C. 12:56 and 12:58 and 29 CFR 570 and 1900;
  - ii. A minimum of 20 hours of training or a Department-approved equivalent program in safety and health and required Department procedures and planning for SLEs pursuant to N.J.A.C. 6A:19; and
  - iii. Two graduate-level college courses or a Department-approved equivalent program in instructional strategies for work-based education and career information/occupational guidance.

- (c) Individuals holding a vocational-technical coordinator: cooperative industrial education endorsement or the teacher-coordinator of cooperative vocational-technical education in the occupational areas of agriculture education, distributive education, health occupations, home economics education or business education endorsements may serve in a position requiring the CEC endorsement in any career cluster.
  
- (d) An emergency CEC certificate may be issued to a candidate who meets the requirements in (d)1 and 2 below. The candidate shall complete the requirements for the standard certificate in no more than [12] 24 months from the issuance date of the emergency certificate.
  - 1. A standard vocational instructional certificate; and
  
  - 2. Two years of successful vocational-technical education teaching experience.

**6A:9-13.21 County apprenticeship coordinator**

- (a) The county apprenticeship coordinator endorsement is required for the position of county apprentice coordinator in any county vocational school district conducting an apprenticeship program. The endorsement authorizes the holder

to approve and coordinate apprenticeship training programs in accordance with N.J.A.C. 6A:8 and 6A:19.

(b) To be eligible for the county apprenticeship coordinator endorsement, the candidate shall present:

1. A standard instructional certificate with a vocational-technical education endorsement;
2. Two years of successful teaching in a vocational-technical education program or one year of successful teaching experience in a vocational-technical education program and completion of a formal apprenticeship;
3. Completion of the following:
  - i. [A minimum of 30 hours of training] Training in Child Labor, Wage and Hour, and Wage Payment laws and regulations, as required by the Department of Labor and Workforce Development and the U.S. Department of Labor in accord with N.J.S.A. 34:2-21 and 57, N.J.S.A. 34:11-4 and 56, [and] N.J.A.C. 12:56 and 12:58 and 29 CFR 570 and 1900; and
  - ii. A minimum of [30] 20 hours of training or a Department-approved equivalent program in safety and health and required

Department procedures and planning for SLEs pursuant to  
N.J.A.C. 6A:19; and

4. Two graduate level courses or a Department-approved program in the following required areas: one in the administration and supervision of vocational-technical education programs and one in industrial and labor relations.
- (c) An emergency county apprenticeship coordinator certificate may be issued to a candidate who meets the requirements in (c)1 and 2 below. The candidate will have [12] 24 months to complete the requirements for the standard certificate.
1. A standard instructional certificate with a vocational-technical education endorsement; and
  2. Two years of teaching experience in a vocational-technical education program, or one year of successful teaching experience and completion of a formal apprenticeship.



## **SUBCHAPTER 16. REQUIRED PROFESSIONAL DEVELOPMENT FOR SCHOOL LEADERS**

### **6A:9-16.1 General provisions**

- (a) The purpose of this subchapter is to govern the implementation of required, standards-based professional development for school leaders.
- (b) These rules affect all active school leaders serving on a permanent or interim basis whose positions require possession of the chief school administrator, principal, or supervisor endorsement in accordance with N.J.A.C. 6A:9-11.2. The requirement for professional development for school administrators shall take effect on the date of the commencement of each district's [2004-2005] 2005-2006 school year.
- (c) These rules apply to all district boards of education, charter schools, and non-public schools whose staff hold positions which require the possession of chief school administrator, principal, or supervisor endorsements. Hereinafter in this subchapter when the term district board of education is used, it includes charter school boards of trustees and applicable non-public school governing bodies. In addition, the term district administrator includes charter school administrator and applicable non-public school administrator.

**6A:9-16.3 Implementation of the professional development requirement for school leaders**

(a) Each school leader shall fulfill the professional development requirement through the creation, implementation, and completion of an individualized professional growth plan that:

1. Will align with the professional standards for school leaders set forth in N.J.A.C. 6A:9-3.4;
2. Will identify professional goals that address specific district or school needs.
  - i. Principals and supervisors will develop professional development goals in conjunction with the chief school administrator.
  - ii. Chief school administrators will identify goals with a peer review committee;
3. Will ground professional development activities in objectives related to improving teaching, learning, and student achievement; and

4. Will adhere to plan specifications to be developed by the State Advisory Committee on Professional Development for School Leaders.
- (b) Each active school leader shall be required to provide evidence of plan fulfillment. Evidence shall include:
1. A narrative account detailing plan goals and their achievement; and
  2. Documentation related to professional growth activities such as training, university coursework, job-embedded learning opportunities including action research and study groups.
- (c) Leaders whose positions require a principal or supervisor endorsement shall be required to provide evidence of plan completion every three years to the chief school administrator. The initial three-year period shall extend from September [2004] 2005 to September [2007] 2008 with the 2004-2005 school year serving as a development year.
- (d) Leaders whose positions require a chief school administrator's endorsement shall be required to provide evidence of completion of the professional growth plan to a peer review team every three to five years depending upon the chief school administrator's contract with the district board of education.

## **SUBCHAPTER 17. STATE BOARD OF EXAMINERS' PROCEEDINGS**

### **6A:9-17.1 Certificate holder**

For purposes of this subchapter, the term certificate holder shall include all individuals who hold certificates, CEs and CEASs issued by the State Board of Examiners.

### **6A:9-17.4 District reporting responsibility**

(a) The chief school administrator of a district shall notify the Board of Examiners when:

1. Tenured teaching staff members who are accused of criminal offenses or unbecoming conduct resign or retire from their positions;
2. Nontenured teaching staff members who are accused of criminal offenses or unbecoming conduct[, ] resign, retire or are removed from their positions;
3. A certificate holder fails to maintain any license, certificate or authorization pursuant to N.J.AC. 6A:9-4.1(b) that is mandated in order for the holder to serve in a position; or

4. He or she becomes aware that a certificate holder has been convicted of a crime while in the district's employ.
- (b) In the event that the Board of Examiners issues an order to show cause based on the information that the school district provided about the certificate holder, it shall be the responsibility of the reporting school district to cooperate with the Board of Examiners in any proceeding arising from the order to show cause.

#### **6A:9-17.6 Revocation or suspension of certificates**

- (a) The Board of Examiners may issue an order to show cause to a certificate holder if the Board of Examiners believes that the conduct of the holder may warrant the revocation or suspension of the certificate(s) held where:
1. The Commissioner transmits a contested case to the Board of Examiners that resulted in a teaching staff member's loss of tenure, dismissal, resignation or retirement;
  2. Pursuant to N.J.A.C. 6A:9-17.4, the Board of Examiners receives information from a district that a teaching staff member no longer is employed in the district;

3. The Board of Examiners receives information regarding a certificate holder's criminal conviction;
4. The Board of Examiners receives notice that a teaching staff member who is certified in New Jersey and who also holds a teaching certificate in another state has had action taken against his or her certificate by the other state;
5. Pursuant to N.J.S.A. 9:6-8.10, the Division of Youth and Family Services (DYFS) forwards to the Board of Examiners a copy of a report in which DYFS has substantiated that a certificate holder has abused or neglected a student or a report in which DYFS identifies its concerns with the conduct of a teaching staff member;
6. Pursuant to N.J.S.A. 18A:6-7.3, the Commissioner notifies the Board of Examiners that an individual who holds New Jersey certification is disqualified from employment in public schools;
7. A certificate holder fails to maintain any license, certificate or authorization that is mandated pursuant to N.J.A.C. 6A:9-4.1(b) in order for the holder to serve in a position; or

8. Pursuant to (b) below, an individual files a petition with the Board of Examiners seeking the revocation or suspension of a certificate holder's certificate.

(b) The following procedures shall apply to persons filing a petition pursuant to (a)8 above:

1. The person filing the petition shall submit to the Secretary a sworn statement that he or she has firsthand knowledge supporting the charges set forth in the petition and shall furnish evidence of proof of service of the petition on the other party or parties involved;
2. Upon receipt of the petition, the Secretary shall notify the certificate holder that the holder shall file a response within 30 days of the date of the Secretary's notice; and
3. The Board of Examiners shall review the petition and response to determine whether to issue an order to show cause. In the event that the Board of Examiners issues an order to show cause, the Board of Examiners shall be the petitioner in the ensuing revocation or suspension proceeding. The party filing the petition pursuant to (b)1 above shall have the responsibility to cooperate with the Board of Examiners after it issues the order to show cause.

- (c) Nothing in the foregoing shall preclude the Board of Examiners from issuing an order to show cause on its own initiative when the Board of Examiners has reason to believe that grounds for revocation or suspension of a certificate exist.
- (d) If the Board of Examiners issues an order to show cause pursuant to (a) above, the school district employing the certificate holder at the time of the conduct at issue shall cooperate with the Board of Examiners in any proceeding arising from the order to show cause.

**6A:9-17.7 Procedures for revoking or suspending a certificate**

- (a) After review of the information received pursuant to N.J.A.C. 6A:9-17.6, the Board of Examiners shall determine by public vote whether to initiate a revocation or suspension proceeding. In those cases where the Board of Examiners moves for revocation or suspension, the Secretary, on behalf of the Board of Examiners, shall issue an order to show cause that states the specific charges that form the basis of the revocation or suspension proceeding.
- (b) The certificate holder shall file an answer with the Board of Examiners no later than 30 days from the date of mailing of the order to show cause. The answer may not generally deny the charges, but must respond specifically to each allegation.



- (c) If the certificate holder does not file an answer within 30 days, the Secretary shall send a second notice affording an additional response time of 15 days from the date of mailing of the second notice. The second notice shall also advise the certificate holder that, should the Board of Examiners not receive any response within that time, the allegations against the certificate holder as set forth in the order to show cause shall be deemed admitted and that the Board of Examiners shall proceed to a decision on the allegations in the order to show cause on the basis of the evidence before it.
- (d) If the certificate holder files an answer and there are material facts in dispute, the Board of Examiners shall either hear the matter directly or transmit the matter to OAL for a hearing. The hearings at OAL shall be heard in accordance with the Administrative Procedure Act, N.J.S.A. 52:14B-1 et seq. and the Uniform [Administration] Administrative Procedure Rules, N.J.A.C. 1:1.
- (e) If the certificate holder files an answer and no material facts appear to be in dispute, the Secretary shall send the certificate holder a hearing notice informing him or her of the opportunity to submit written briefs, affidavits and other supporting documentation for the Board of Examiners' consideration. The certificate holder shall submit 21 copies of all response papers within 30 days from the date of mailing of the hearing notice.

- (f) After receipt of the written submissions pursuant to (e) above, the Secretary will place the matter on the Board of Examiners' agenda and notify the certificate holder of the date the Board of Examiners will consider the matter. The notice will advise the certificate holder whether his or her appearance is necessary.
- (g) The Board of Examiners may transmit the matter to OAL if, after review of the written submissions, the Board of Examiners determines that there are material facts in dispute. The Board of Examiners may identify the specific issues OAL shall consider.
- (h) In all cases, the Board of Examiners shall clearly articulate the findings of fact upon which its decision was based. If the Board of Examiners has decided a matter solely on the papers, it shall set forth the reasons it deemed summary decision appropriate.
- (i) The Office may refuse to issue a new certificate to a certificate holder who is otherwise eligible for the additional certificate if the certificate holder is the subject of a pending action to revoke or suspend his or her certificate(s) pursuant to N.J.A.C. 6A:9-17.7.
- (j) Upon application of the certificate holder for an extension of time, the Secretary may extend the time for filing the answer pursuant to (b) above or for filing the hearing brief pursuant to (e) above, provided that the application for the

extension is requested prior to the expiration of the 30 days for filing the answer or the hearing brief.

**6A:9-17.8 Revoked and suspended certificates**

- (a) If the Board of Examiners orders the revocation or suspension of a certificate, the holder shall surrender it to the Secretary within [20] 30 days after mailing of the revocation or suspension order.
- (b) After the Board of Examiners has revoked or suspended a certificate, the Secretary shall notify:
  - 1. The 50 states and territories and other such agencies that are part of the Interstate Certification Project;
  - 2. The county superintendents of schools;
  - 3. Appropriate governmental pension and annuity funds, or retirement services;
  - 4. The chief school administrator in the employing district; and
  - 5. Any other agency or entity as may be required by law.

- (c) The Board of Examiners may reinstate a suspended certificate at the end of the suspension period, provided that the certificate holder has met all conditions that the Board of Examiners established.

**6A:9-17.12 Voluntary surrender of certificates and endorsements**

- (a) An individual may voluntarily surrender a certificate or endorsement if he or she has not been employed under that certificate or endorsement in the 10 years preceding the proposed surrender and if he or she satisfies the following conditions:

1. The individual shall submit an affidavit to the Board of Examiners stating that he or she is surrendering the certificate or endorsement voluntarily, and not under the conditions set forth in N.J.A.C. 6A:9-17.11;
2. The individual shall submit an affidavit setting forth his or her employment history for the 10 years preceding the voluntary surrender, including official documentation from a school official, if applicable; and

3. The individual shall submit an affidavit stating that he or she has not been employed under the certificate[(s)] or endorsement at issue in the 10 years preceding the voluntary surrender.
- (b) The certificate holder shall return the original certificate[(s)] or endorsement at issue to the Board of Examiners.
- (c) The Board of Examiners shall review the application for a voluntary surrender. If the Board of Examiners votes to accept the surrender, the certificate or endorsement shall be deemed surrendered as of the date of the Board of Examiners' vote.
- (d) Individuals who voluntarily surrender a certificate or endorsement may not apply for that certificate for three years from the effective date of the voluntary surrender. Candidates are subject to the certification requirements in effect at the time the new application is submitted.

**6A:9-17.18 Appeal of “disapproved” or “insufficient” recommendations for standard certification**

- (a) A candidate who receives a recommendation of “disapproved” or two recommendations of “insufficient” at the conclusion of a provisional program may appeal the certification recommendation to the Board of Examiners.

Where an individual has received two “insufficient” recommendations, only the second adverse recommendation shall be the subject of the appeal. The following procedures shall apply:

1. The candidate shall file 21 copies of the appeal with the Secretary within 60 days of receipt of the final evaluation and certification recommendation. The appeal shall take the form of a written statement and include evidence documenting the reasons why the candidate believes that he or she should be awarded a standard certificate or be granted an additional opportunity for provisional employment. The candidate shall provide a copy of the final evaluation.
2. The Secretary shall forward a copy of the candidate’s submission in support of the appeal to the school district that issued the disputed rating. Within 30 days from the date of the Secretary’s letter notifying the district of the appeal, the district shall forward 21 copies of all evaluations and certification recommendation to the Secretary. In addition, the district shall submit 21 copies of either a response to the candidate’s appeal of the district’s recommendation or a statement that the district will rely solely on the evaluations submitted. The district shall serve a copy of its response on the candidate and submit proof of service to the Secretary with its papers. Neither party shall submit additional papers without the Secretary’s approval.

3. The candidate shall be responsible for demonstrating to the Board of Examiners why he or she should be granted the relief requested. The Board of Examiners shall decide the appeal based on the written submissions and shall issue a written decision.
  4. If the Board of Examiners determines that there is a need for further fact-finding in order to decide an appeal of an adverse recommendation, it may transmit the matter to OAL for a hearing pursuant to the Administrative Procedures Act, N.J.S.A. 52:14B-1 et seq., and the Uniform Administrative Procedures Rules, N.J.A.C. 1:1. The parties to the hearing shall be the provisional teacher and the district that submitted the adverse certification recommendation. The Board of Examiners shall consider the recommendation of the ALJ in deciding the appeal.
- (b) The sole remedies that the Board of Examiners may provide an aggrieved candidate pursuant to this section are issuance of a standard certificate or an opportunity to seek further employment as a provisional teaching staff member. A provisional teaching staff member who seeks additional relief from the employing board of education shall file a petition requesting such relief with the Commissioner in accord with N.J.A.C. 6A:3.

- (c) For good cause shown, the Board of Examiners may relax the 60-day requirement in (a) above.
- (d) Candidates who receive a recommendation of “disapproved” or two recommendations of “insufficient,” and who [have] do not [challenged] contest the certification recommendation pursuant to (a) above may petition the Board of Examiners for approval of an additional opportunity to seek provisional employment. The candidate shall be responsible for demonstrating by clear and convincing evidence to the Board of Examiners why he or she would be likely to succeed if granted the requested opportunity. The following procedures shall apply:
1. [The] Within 60 days of receipt of the final evaluation, the candidate shall file 21 copies of a written statement and evidence documenting why the Board of Examiners should grant the request. The candidate shall provide a copy of the final evaluation.
    - i. For good cause shown, the Board of Examiners may relax the 60-day requirement in (d)1 above.
  2. The Secretary shall forward a copy of the candidate’s submission to the school district that issued the disputed rating. Within 30 days from the date of the Secretary’s letter to the district, the district shall forward to



the Secretary its response to the candidate's request. The district shall serve a copy of its response on the candidate and include a proof of service with the papers. Neither party shall file additional papers without the Secretary's approval.

3. The Board of Examiners shall decide the request based solely on the written submissions and shall issue a written decision.

#### **6A:9-17.19 Motions**

- (a) All motions in certification matters that have been transmitted to OAL shall be filed with the ALJ who has been assigned to hear the case and shall be subject to the rules that govern OAL hearings. For those matters that the Board of Examiners is deciding directly pursuant to N.J.A.C. 6A:9-17.7 or for those matters in which the ALJ has forwarded the initial decision to the Board of Examiners pursuant to N.J.A.C. 1:1-18.1(d), the party shall file motions with the Board of Examiners.
- (b) All motions filed with the Board of Examiners must include a notice of motion, a proof of service, a brief conforming to the requirements of N.J.A.C. 6A:9-17.22, a copy of the decision or order that is the subject of the motion, and an affidavit setting forth any facts not in the record upon which the moving party relies. The moving party shall serve 21 copies of the moving papers and a proof

of service on the Board of Examiners. If the Board of Examiners is not deciding the matter directly, the moving party shall serve a copy of the papers on the attorney representing the Board of Examiners. The opposing party shall have 15 days from service of the motion to file a response. If no opposing brief is filed, the Board of Examiners shall consider the motion to be unopposed. No other briefs may be filed.

(c) Unless otherwise directed by the Board of Examiners, there shall be no oral argument on motions.

(d) Upon application of any party for an extension of time, the Secretary may extend the time for filing a motion or for filing the response to the motion, provided that the application for an extension is requested prior to the time for filing or responding to a motion has expired.